

ROYAL BANK

Date: _____

The Branch Manager

Re: Request for Hot-listing of ATM/Debit Card No./Account No.

I would like you to Hot-list my ATM/Debit card due to the following reason (please tick):

- ☐ It is lost/misplaced
- ☐ Any other reason (please specify) _____
- ☐ I would also like you to reissue the card (charges will be levied, as applicable, by debit to a/c no. _____)

Customer's signature

For bank use only

Date of receipt _____ Time of receipt _____ Signature of officer _____

Remarks

- ☐ Customer can also submit a request through a letter. In this case, you may use this portion only as a checklist, if you wish
- ☐ Hotlisting request (letter or this portion of form) filed
- ☐ Confirmation of hotlisting request given to customer (as below)
- ☐ Sent e-mail to Hot listing dept.
- ☐ Confirmation received from Hot listing dept., printed and filed
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ROYAL BANK

Date: _____

Dear Mr./Ms. _____

Re: Request for Hot-listing of ATM/Debit Card No./Account No.

We refer to your letter/request dated _____ received by us on _____ at _____ Hrs for hot-listing the captioned card/card issued on the account.

In this connection we invite your attention to the terms and conditions for issue of ATM/Debit cards in terms of which a minimum time period of **24 hours** is required for effecting the request for hot-listing and the Bank will neither entertain any claims nor be held liable for any loss suffered by the customer due to misuse of the card in the interim.

We would also like you to note that once the card is reported lost/stolen/damaged, and the same has been hot-listed, the card cannot be used again, even if found subsequently.

Thank You.

Yours faithfully,

For , **ROYAL BANK**
