01.12.2022

PM.

DORMANT ACCOUNT REACTIVATION

1.Account Status Change from Dormant to Active

* Invoke menu option MAT
* A/c ID – Enter the dormant account number noted above
* Basic Account Details:
* Account Status – Modify to Active from Dormant by selecting from dropdown
* Click on Submit.

2.Verification of Account Status Change.

* Invoke menu option VAM
* A/c ID – Enter the dormant account number for verification
* Click on Go .
* View the Account Status which is Active now
* Visit the General Details, Interest Details, Scheme Details, Tax Details, Related Party Details, Miscellaneous Details and MIS Details.
* Click on Submit to verify the new status.

PHOTO AND SIGNATURE AMENDMENT.

1.Amend photos and signatures.

* Invoke menu SVS,
* Select signatures and photographs
* Select maintain signatures and photographs
* Select the function from the drop down
* Select update function
* Enter the account ID and click Go.
* On the far right side click on update button
* To edit the signature details, from drop down select -
* Upload from file or capture from webcam option.
* Click on select button to choose from file saved in pdf or capture from webcam.
* Select effect from and expiry date where necessary.
* Input the remarks.
* The same process applies for photographs amendments.
* Click on submit.
* N/B:To add a new signatory to account select Add function and follow the same process.

2.Verify photos and signatures amendment.

* Invoke menu SVS,
* Select signatures and photographs
* Select maintain signatures and photographs
* Select the function from the drop down
* Select verify function
* Enter the account ID or search the account from searcher button.
* Click on Go
* View the photos and signatures.
* Click on Verify if ok or click Undo if not ok.
* Click on submit button to verify the process.