

***(Only for KYC Complied Accounts)***

**From**

Name:.....

Account No:

[illegible]

**To**

**The Manager, Br. ....**

**Cust ID:**

\_\_\_\_\_

Dear Sir,

Kindly execute the following request/s which are selected below

***(Please tick whichever is applicable)***

<input type="checkbox"/> Mobile Number	<input type="text"/>	<input type="checkbox"/> E-mail ID	<input type="text"/>
<input type="checkbox"/> Communication Address	<input type="text"/>		
	<input type="text"/>		
City/District	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Pin	<input type="text"/>

***(Please tick whichever is applicable)***

1.	Account Sol Change: Kindly transfer my account to the Branch: _____ (Sol ID : _____) Reason for transferring the account: _____	<input type="checkbox"/>
2.	Cheque Book Request: Number of leaves required <input type="checkbox"/> 10 <input type="checkbox"/> 20 <input type="checkbox"/> 50 Point of delivery <input type="checkbox"/> Branch <input type="checkbox"/> Communication address	<input type="checkbox"/>
3.	Account statement/Interest Certificate: Date From <input type="text"/> Date To <input type="text"/>	<input type="checkbox"/>
4.	Issue duplicate passbook	<input type="checkbox"/>
5.	Block / Hot Mark Debit card Number <input type="text"/>	<input type="checkbox"/>
6.	Activation of SMS Alert/Email alert: <input type="checkbox"/> SMS Alert <input type="checkbox"/> Email Alert I/We request you to enable SMS alert facility/Email alert facility in my/our account _____	<input type="checkbox"/>
7.	Change Account Scheme: Convert my account from <input type="text"/> to <input type="text"/>	<input type="checkbox"/>
8.	Stop Payment: Cheque No. From _____ No. of Cheque(s): _____ Payee Name: _____ Cheque date: ____ / ____ / ____ Reason: _____ Amount: _____	<input type="checkbox"/>
9.	Change of name (as per proof attached): _____	<input type="checkbox"/>
10.	Any other request: _____	<input type="checkbox"/>

**Declaration:**

1. I have read, understood the terms and conditions to various products and services. I accept and agree to be bounded by the Terms and Conditions as displayed in your website.
2. I agree that the Bank may debit service charges plus taxes to my account wherever applicable. I hereby declare that the above details are correct.
3. In case of Indian mobile number updation in Non-Resident Customer IDs, I/ we understand that it is a temporary facility allowed for enabling banking transactions and receipt of alerts. I/ we am/are solely responsible for updating an active overseas number in due course.

**Total number of requests:**

Date:

Place: \_\_\_\_\_ Signature of applicant \_\_\_\_\_

**Signature of joint holder(s)**

**FOR BRANCH USE ONLY**

**Certified that this request form is complete in all respects & all the relevant documents are obtained. Verified the Mode of operation and signature(s) of the account. The request may be processed.**

Entered by  
SP No:  
(If applicable)

Verified by  
SP No: