

**Annexure-B – Combined request for dormant account activation
and updation of Re-KYC (Non-Individual A/c's)**

PART A – Dormant Account activation:

 Date : / / Corporate CRN:

 Organization Name:

Dear Sir / Madam,

I/We, authorized signatories of above-mentioned Account with your Bank, request you to activate my / our Account, which is in Dormant status. The Reason for non-operations in the account: _____

I/We enclose herewith following:

- Self-attested copy of ID and Address Proof in the name of Entity and
- Self-attested copies of OVD's (Officially Valid Document) for Authorized Signatories as per Mode of Operation of account.
- Transaction request (Cash Deposit / Cash Withdrawal / Funds Transfer / Pls Specify: _____)
- OR
- Consent to Debit & credit my / our account for Re. 1/- for account activation.

Select Anyone option:

- I / we confirm that address & KYC information in bank records are correct & hence no need of any change / update KYC information. For Re-KYC, I / We shall provide information as per bank policy in future.
- Or
- I / we confirm that address / KYC information need to be updated & hence have provided additional documents as per Section – B (RE-KYC information) & request bank to update information as per Section – B.

I/ We understand that a financial transaction is mandatory to maintain the active status of the account. In case I / We fail to carry out any financial transaction on the date of account activation, Bank will change the status of my / our account to Dormant restricting transactions and channel access.

Customer Signature with rubber stamp
(as per mode of operation in account)

PART B – Re-KYC (updation of KYC information):

Company / Entity Information:

Section A – Entity Details:

Type of Business:	Comm. Agent / Retailer / Wholesaler / Agriculture / Manufacturing / Services / Trading / Others (For others please specify) : _____
Nature of Business / activity:	
Annual Turnover / Income (Rs. In Lakh) (Last FY):	
Annual Turnover / Income (Rs. In Lakh) (Current FY Projected):	
Permanent Account Number (PAN) of Entity OR Proprietor in case of Sole-Proprietor:	

Section B – Declaration for Beneficiary Owner (BO):

- I / We have submitted BO details at the time of account opening & there is no change in the details already furnished.
- I / We have not submitted BO details at the time of account opening / BO details have under gone change. Please find the current BO details along with applicable documents attached herewith.

Section C – Address:

- There is no change in my / our mailing address or other details like constitutions, authorised signatories, mode of operation, PAN, etc. Attached herewith are the KYC documents for the purpose of Re-KYC updation.
- I / We wish to change mailing address / constitutions / authorised signatories / mode of operation / PAN, etc. Attached herewith are the KYC documents matching with the new details for the purpose of Re-KYC updation.

Section D – (To be filled ONLY IF THERE IS A CHANGE in the mailing address):

Please update the following information in your records. Also enclosed is the self- attested copy of address proof.

New Address : (Please submit proof for new address. This will be updated as the New Address in Bank records)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Details for Authorized Signatory-1	<input type="checkbox"/> Beneficial Owner	<input type="text"/> %
---	--	------------------------

Section A – Personal:
CRN:
Customer Name:
Section B – Contact details:

- There is no change in my contact details.
- I wish to change my contact details in the bank records. Attached herewith are the KYC documents matching with the new details.

Section C – To be filled ONLY IF THERE IS A CHANGE in the contact details:

Please update the following information in your records. I have provided identity / address proof for the same.

For updating New Mobile Number/ Email id (provide Identity Proof Document)	
Mobile No.:	<input type="text"/>
Email ID	<input type="text"/>

Details for Authorized Signatory-2	<input type="checkbox"/> Beneficial Owner	<input type="text"/> %
---	--	------------------------

Section A – Personal:
CRN:
Customer Name:
Section B – Contact details:

- There is no change in my contact details.
- I wish to change my contact details in the bank records. Attached herewith are the KYC documents matching with the new details.

Section C – To be filled ONLY IF THERE IS A CHANGE in the contact details:

Please update the following information in your records. I have provided identity / address proof for the same.

For updating New Mobile Number/ Email id (provide Identity Proof Document)	
Mobile No.:	<input type="text"/>
Email ID	<input type="text"/>

I / We confirm the above information furnished is true and correct and the said details may be updated in the Bank records.

Signature* of the Authorized Signatory-1

Signature* of the Authorized Signatory-2

Name: _____

Name: _____

[*Please sign as per Account Mode of Operation along with Rubber Stamp of Organization]

Customer Acknowledgement Copy: (Applicable if submitted at the branch)

Service Request No: _____ **Acknowledgement date:**

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Signature of the Bank Official: _____