

**Annexure-D – Request letter format for dormant account activation
and updation of Re-KYC (Foreign National A/c's)**

PART A – Dormant Account activation:

Date : / /

Account Number:

Dear Sir / Madam,

I / We, holders of above-mentioned Account with your Bank, request you to activate my / our Account, which is in **Dormant** status. Further, I / We also request you to update my Re-KYC in Bank's records.

The Reason for no operations in the account: _____

I / We enclose herewith Self-attested copy of Officially Valid Identity proof document for all the account holders AND **(Select anyone option):**

- Transaction request (Cash Deposit / Cash Withdrawal / Funds Transfer / RTGS / NEFT) to be executed from my / our account for activation.
- Consent to Debit & credit my / our account for Re. 1/- for account activation.

I / We further confirm that – (Select anyone option):

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

Signature of the Account Holder

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

Please update the following information in your records. I enclose herewith copy of Passport, Visa / Permit and FRRO Registration along with a financial transaction (cash deposit / withdrawal / funds transfer etc.).

Latest photograph
(Optional)

Name (in CAPITAL LETTERS)	
Passport Details	
Passport Number	
Date of Issue	
Date of Expiry	
VISA Details	
VISA Type	
Date of Issue	
Date of Expiry	
FRRO Registration Details	
Service Number	
Valid From	
Valid To	
Occupation	If Student / self-employed / businessman (please specify nature of business) _____
Annual Income (INR)	
Name of University (If Student) / Organization (if employed)	
Permanent Account Number (PAN)	
Address	

I do hereby solemnly declare, that the information provided above with respect to my account is true, correct and complete and the said details may be updated in the Bank records.

Signature of the Account Holder

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

Service Request No: _____

Acknowledgement date: / /

Signature of the Bank Official: _____