

Yours Sincerely,

Signature of Account Holder/s
(As per Bank Records)

Notes:

- 1) Please note in the absence of contact details in our records, details mentioned in Customer Contact Details shall be updated in our records.
- 2) In case you are able to replicate your old signatures, there is no proof required.
- 3) If you are unable to replicate your old signatures, we request you to submit any one of the following document.
 - a) Any Government issued self-attested photo identity document (Driving license, Residence Card etc., should bear the signature of the applicant) having a seal/stamp of Government authority as a proof of current signature. The signature on the form should match the signature on the Government issued document.
- 4) An email alert would be sent to your registered email id confirming the status of your signature change request.
- 5) Signature change request cannot be processed through FAX.
- 6) Please submit below mentioned self-attested document as a proof of name change.
 - a) Self-Attested Marriage Certificate with Marriage Register Seal or Attested Copy of Gazette for name change, reflecting old and new name.

Declaration:

I / We confirm that:

- 1) All cheques issued by me / us with old signature have been paid.
- 2) All PDCs / ECS mandate issued with previous signature shall be cancelled by me / us and re-issued with new signature.
- 3) Cheques drawn with the previous signature, if presented in future, will be returned by the Bank.
- 4) All Cheques collected and paid in future by the Bank in this account will be drawn in the same name / style / new signature as given in this request form.
- 5) I / We agree that any of my account/s mentioned in Customer ID is/are dormant/inactive; it will be activated on the basis of this request form.

Self-Checklist:

- Sixteen digit account number has been mentioned
 - Account is active
 - Proof of name change has been attached
 - Signature changes have been mentioned
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