

TRANSFER OF ACCOUNTS - REQUEST FORM

To,

 The Manager
 Dhanlaxmi Bank Ltd.

_____ Branch

Subject - Transfer of account

I/We request you to transfer the following accounts held by me / us from your _____ branch to _____ branch.

Sl	Account Number	Name of the account holder
1		
2		
3		
4		

Reason for transferring the account

My / our present correspondence address is as follows *

Flat / Door / Building No.: _____

Road Name / No.: _____

Area / Landmark: _____

City, District, State: _____ Pin no.: _____

Accordingly my/our present address may be updated in your records for future correspondence.

Declaration

- I / We understand that even if the account is transferred I/We shall be bound by the terms and conditions which I/We have agreed with you at the time of opening the account.
- I /We am / are herewith surrendering the un used cheque leaves numbered _____ to _____ issued in my/our above account(s)*
- I /We do hereby confirm that I/We do not hold any cheques issued in my above account which remained un used.*
- I/We hereby confirm that I/We have not availed any loan against the above deposit or charged the above deposit as security to any advance sanctioned by the Bank.*
- I/we undertake to produce necessary Board resolution/ Authority*

First Applicant_____
Second Applicant_____
Third Applicant

* Strike off whichever is not applicable

For use at branch only	For use at CPC only	
Name of the Branch Staff :	Inward No:	Inward Date & Time:
	Date of processing:	
Employee / POA number :	Maker ID:	Signature
Signature	Authoriser ID:	Signature

Note for information : If the account is held by a Company, we must obtain board resolution authorizing the company to apply for transfer of the account. Similarly in the case of partnership, society, club, association etc.. we must insist for necessary resolution/authorization.