SERVICE REQUEST FORM

N Louise e		of the o	
Name	and Address	or me	cusiomer

To Branch Manager						
Dhanalaxmi Bank						
Branch						
Dear Sir, Reg: My/ Our SB/ CD/ TD / RD Account No:						
I am/ we are maintaining the captioned account/s with your branch. Request Processing at Branch level						
1. Kindly arrange to issue me duplicate Pass Book as the original pass book has been lost. I am/we are prepared	to bear the charges thereof, if any.					
2. Kindly issue me Account statement from to						
3. Please STOP PAYMENT of cheque no:todatedfvg	for Rs					
<ol> <li>Please credit a sum of Rs lying in sundry payable as wrong account had been mentioned by me/us. My/our correct account no: is Counterfoil of the pay in slip is enclosed as a proof.</li> </ol>						
5. Please cancel DD / BC no: dated fvg credit the proceeds to my/our account no: after deducting the cancellation charges.	for Rs and					
6. Please convert my/our account from dormant/inoperative to operative. I / We assure that the account will here	eafter be operated regularly.					
7. I / We have forgotten the PIN number of ATM Debit card. Please issue me/us a new one.						
8. Please cancel my ATM/Debit card.						
9. My ATM card is blocked. Please do the needful to activate the same.						
10. Kindly issue me /us an interest certificate From To						
11. Please reverse my/our ATM charges.						
12. I / We wish to change the minor status of my/our account no						
13. Kindly attest my/our signatures /on the enclosed form. Necessary charges may be debited to my /Our SB /CD /	A/c No:					
14. I/we shall be glad if you will please arrange to close the captioned account and pay the Balance together will order or credit the same to my /our saving Bank A/c no fvg	14. I/we shall be glad if you will please arrange to close the captioned account and pay the Balance together with interest if any by cash/pay order or credit the same to my /our saving Bank A/c no fvg					
15. Kindly update my PAN Number						
16. I have changed my signature and hereby request for a change in the signature details for the above mention	ned					
account. Existing Signature	PASTE LATEST PHOTOGRAPH					
(To be signed in presence of branch staff) Reason for signature Change	AND SIGN ACROSS					
Kindly update my recent photo in my account.						
17. Please change my name as Mr/Mrs.						
Copy of Marriage certificate issued by Government Department / Gazette Notification is enclosed.						
18. Kindly reissue cheque book						
Current account cheque leaves numbers  Savings account cheque leaves numbers						
19. Other Request						
Customer Acknowledgement Copy						
Request Number						
Branch Staff NameBranch Staff SignatureBranch Staff Signature						
Date:						

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20. ADDITION / DELETION OF NAMES IN MY / OUR SB / TD A/Cs I / We have to request you to add /delete the names of I / We give below details:

	a) Name of existing account ho	der(s):			
	b) Amount of Deposit: Rs				
	c) Name to be added/deleted/	Relation with existing A/c Holder.	_		
	d) REASON:				
	Signature of Existing A/c Holders	Signature of persons proposed for addition			
	as on	aptioned bank /SB/Term Deposit Account No	amounting to ks		
		uly completed and signed is enclosed herewith.			
21.	21. I/We request you to issue new ATM Debit card in my above account. Name to be printed on the card				
	RuPay Card Type 🛛 Platinum D	omestic Platinum International RuPay NCMC			
22.	22. ATM Card issued to me in my above account is Lost/Stolen/Damaged. I request you to cancel the ATM card from my a/c and issue me a new pre-generated/Personalised ATM card. 🗆 VISA Card 🗆 RuPay Card (RuPay - Platinum Domestic/ Platinum International/ NCMC)				
23.	23. I request you to convert my PMJDY account to Normal account.				
24.	24. CHANGE OF ADDRESS, TELEPHONE NUMBER & EMAIL ID: Kindly make necessary changes in my /our accounts. (Proof for change of address as per KYC guidelines enclosed)				
	My new address is				
		Land Pho	ne No:		
	My new Mobile No :	My new Email ID :			
25.	(*Mobile number and e-mail ID are mandatory for Net banking and Mobile Banking services) 5. I /We would like to avail the following Net banking facilities				
	Name of Joint Applicant	Mode of Operation	Customer ID of Joint Applicant		
26.	I /We would like to avail Mobile E	anking facilities $\Box$ Registration $\Box$ De Registration $\Box$ De	activation 🗆 Unblock 🗆 linking 🗆 Delinking		
27.	SMS Alert Request: 🗆 Registration	on $\Box$ De-registration   Email Alert: $\Box$ Registration $\Box$ De	e-registration		
28.	28. Change Of Operating Instruction:         Existing Mode of Operation - Single       jointly by all         E or S       F or S         New Mode of Operation       - Single         jointly by all       E or S         F or S       A or S         Others				
29.	E-Statement Request: 🗆 Month	y 🗆 Quarterly			
30.	Kindly delete Aadhaar number	rom my account.			
* D/	aint number from 17 to 20 will b	e processed at RPC/CPC except other request	Yours faithfully		
	BRANCH USE	e processed di krc/crc except omet request	(SIGNATURE OF CUSTOMER/S)		
Dat					
Emp	oloyee Code	Employee Name	Employee Signature with POA		
FOR	R RPC/CPC USE				
Inwo	ard No	. Inward Date: Dc	ate of Processing		
Telle	er code Tell	er Name Officer Code	Officer Name		
Gene	eral Terms and Condition				
1. This change will override existing details if any,					
	<ol> <li>The fresh/signature /operating Instruction would be operational once the changes updated in the system. The Bank will not be responsible for any return/Dishonour of such old outstanding/unpaid cheques /debits and request which are still in transit and yet to be received /actioned by the bank and not in</li> </ol>				
	conformity with the fresh / new signatures and or operating instructions change request.				
3. In	3. In case where in the operating instruction is changed from single, E or S to joint account, the debit card would be hot listed /discontinued immediately.				

<sup>4.</sup> Please refer the Bank website for detailed terms and conditions