



Shareholder's Name: _____

Branch: _____

Customer ID (UCIC): _____

Folio No.: _____

I request you to provide me with the following requirements for which I have marked ticked (✓) against the concerned option. I am aware of the charges to be remitted to the Bank for the required service, where applicable.

1. **Re- KYC** : ☐ (copy of PAN Card and any one of the OVD required)

Doc 1 (Type & No.): _____

Doc 2 (Type & No.): _____

2. **Share Transfer** : ☐

a) In case of normal Transfer: ☐

I Mr/Mrs/Miss _____ wish to fully/ partially transfer _____ numbers of shares held in my name to Mr./Mrs./Miss _____ who is my _____ (relationship) and existing nominee. I have attached all the relevant documents (Original Share Certificates, New Application Form, KYC Documents & Photo of new applicant) in this regard herewith this application.

b) In case of Deceased Claim: ☐

I Mr/Mrs/Miss _____ is the nominee and legal heir of Mr/Mrs/Miss/Late _____ who has expired on _____ at _____. I wish to **transfer** these shares in my name and I undertake to be abided by Bye Laws of the Bank in force from time to time. I have attached all relevant documents (Death Certificate, my KYC, Next to Kin certificate and Original Share Certificates) in this regard herewith this application.

3. **Share Withdrawal** : ☐

Please allow me to withdraw following:

Share Type (Regular/Linking): _____ Number of Shares: _____

Share Type (Regular/Linking): _____ Number of Shares: _____

The withdrawal amount may please be handed over to me by RTGS/NEFT/Transfer to account/DD.

Account Details for RTGS/NEFT/transfer to account:

A/c No. _____ Beneficiary Name: _____

IFSC: _____ Bank Name : _____ Branch name: _____

For RTGS/NEFT, I am submitting cancelled cheque or Passbook page containing account details of the aforesaid A/c.

4. **Address Change:** ☐ Permanent ☐ Correspondence ☐ Both ☐ (Copy of any one OVD required)

Line 1: _____ Line 2: _____

Line 3: _____ Line 4: _____

District: _____ State: _____ PIN: _____

5. **Mobile No. Updation & Alert Registration:** ☐

Please change my mobile phone number to New Mobile No.: _____

6. **Name Change Request:** ☐ Please Change my name as below
(Original Affidavit and copy of OVD with new name required)

Existing Name: _____ New Name: _____

Reason for Name Change: _____

7. **Updation of PAN/ AADHAAR:** ☐ Please update as below

PAN No.: _____ (PAN copy required) Aadhaar No. : _____ (Aadhaar copy required)

8. **Conversion of share** : ☐ I wish to convert _____ number of shares from

Linking to Regular share ☐

Regular to Linking share ☐

Signature of applicant

9. Request for Nominee Change/ Addition of Nominee : ☐

a) Addition of Nominee: ☐ (Applicable where nominee is not registered)

I nominate the following person to whom in case of my death, the deposit in my share may be returned by the Bank:

Nominee's Name	Relationship with me	DOB	Address	If nominee is minor, Guardian's Name

b) Change of Nominee: ☐ I wish to nominate new nominee by replacing the existing one. Details of the new nominee is: (copy of PAN Card and any one of the OVD required)

Nominee's Name	Relationship with me	DOB	Address	If nominee is minor, Guardian's Name

10. Issuance of Duplicate share certificate: ☐ Please issue duplicate share certificates to me.

Reason for issuance: Lost ☐ Damaged ☐ Worn ☐ Defaced ☐ Not yet received ☐

Indemnity for duplicate share certificates is mandatory for all the reasons except for 'Not Yet Received' case. However, bank officer to ensure the availability of the records of 'Not Yet Received' in bank's register or CBS.

11. Any Other (Please specify): _____

Terms & Conditions: I have read, and understood and agree to be bound by the Terms & conditions related to the Banks's guidelines in regard to membership, share and charges. Mobile no. may be updated in the bank records for sending any communication related to my above share and account maintained with the bank. I also authorise the bank to contact me on the above said number for doing verification, call backs or checks to confirm the veracity of any transaction, as deemed fit by the bank. I confirm that the mobile number is held by me and is not used by any third party and I undertake that I shall duly and promptly inform the bank, if and when my mobile number changes. I will be solely responsible for declarations made on this form. In case of any error/misinformation, the same would be reported to the bank immediately by me. Further, I declare that the above information is true and correct. I will be abide by any amendments stipulated by the Bank from time to time.

Date of Application: _____

Signature of applicant

For Office/Branch Use Only

Certified that this form is complete in all aspect & all relevant documents are obtained & verified for signature of the shareholder. The request may please be processed. This form has been personally submitted by the Customer. I have satisfied myself about the identity of the customer by verifying his / her KYC document & also his / her signature in Bank's record. I have done proper due diligence for updating the records of the shareholder on his/her request.

Request Received By

Signature: _____

Name: _____

Emp Id: _____

Request Approved By (BM/SO)

Signature: _____

Name: _____

Emp Id: _____