

Common Request Form

(Kindly fill the form in Capital Letters only)

Service Request No.

CRN

Corporate CRN

Date

CASA Account Number

I / We

M / Ms. FIRST NAME MIDDLE NAME LAST NAME

M / Ms. FIRST NAME MIDDLE NAME LAST NAME

request you to process the requests as per the details provided below.

1. Account Related

- Cheque Book Issuance At-Par Number of Cheque books
- Statement for the period to Physical statement E-mail statement
- Passbook Related Requests Register & Issue Passbook Duplicate Passbook Issuance Cancel the Passbook Issuance
- Cheque book not received request placed through requisition slip / Call Centre / Internet Banking / ATM Dropbox on ___ / ___ / ____
- Bankers Verification Signature Photo Address Purpose _____
- Cancellation/Revalidation of Demand Draft / Banker's Cheque Drawn on _____ DD/BC No _____
 (Please enclose original demand draft / banker's cheque) Dated _____ Amount _____ Favouring _____

2. Certificate / Report Related

- Interest Certificate TD CASA For the period _____
- Balance Certificate TD CASA Both For the period _____
- Confidential Report Paid Cheque Report Credit Confirmation For the period _____ Purpose _____

3. Stop Payment

Stop Payment Stop Payment for Cheque No. from _____ to _____

Value of Cheque	Date of Cheque	Payee Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for Stop Payment _____

4. Account Transaction Related

Erroneous credit / debit in account:

Cheque No. _____ Date _____ Amount _____
Drawn on _____

Details of Debit / Credit:

Date of Txn _____ Amount _____

Payee details required:

Cheque No. _____ Date _____ Amount _____

Returned cheque not received

Cheque No. _____ Date _____ Amount _____
Drawn on _____ deposited at _____

Any Other Request _____

Signature(s)

1st Account Holder
In case of Non-Individuals, please affix
Company Seal

2nd Account Holder
In case of Non-Individuals, please affix
Company Seal

3rd Account Holder
In case of Non-Individuals, please affix
Company Seal

4th Account Holder
In case of Non-Individuals, please affix
Company Seal

(For Individuals - at Account level changes, all the account holders need to sign whereas at CRN level changes, respective CRN holder has to sign. For Non-Individual, signatures as per MOP required.)

Important:

- Requests will be processed subject to fulfillment of all requirements and information being complete.
- Terms and conditions and rules for services apply
- Service charges, if any, will be as per bank's schedule of charges
- Please place a separate request if there is a change in correspondence address along with new address proof.

For Bank Use only

Date of Acceptance

D	D	M	M	Y	Y	Y	Y
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Sol ID

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Signature verified by

Sign & Emp Code

Receiver's stamp

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Documents sent to CPC / RPC on

D	D	M	M	Y	Y	Y	Y
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Authorized by

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Declaration

I have voluntarily supplied the above information which I acknowledge that the Bank is required to obtain to provide its products and services to me. I have gone through the Privacy Notice published by the Bank on its website www.kotak.com and having agreed to the same I hereby give my consent in favour of the Bank to process my personal information for the purposes and in the manner provided in the Privacy Notice while I avail various products and services from the Bank.

Signature _____ Date _____

Acknowledgement Slip

We acknowledge the receipt of Customer Request / Complaint instruction from Mr. /Mrs. / Ms. _____
relating to customer relationship number _____ under service request number _____

Date: _____

Bank Official (Sign and stamp)
For **Kotak Mahindra Bank Ltd.**, _____