

**Annexure-B Request for dormant account activation and updation of Re-KYC  
(Non-Individual Customer)**

 Date :  /  / 

 Service Request No:            
 **PART A – Dormant Account activation:**

 Account Number/s:               
**Dear Sir / Madam,**

I/We, authorized signatories of above-mentioned Account with your Bank, request you to activate my / our Account, which is in Dormant status. The Reason for non-operations in the account: \_\_\_\_\_

I/We confirm enclosing Self-attested copy of Officially Valid Documents (Identity and Address proof) for Entity and Authorised Signatories.

 I / We hereby confirm that there is no change in the contact details updated in bank records. Please activate the account basis documents submitted.

Or

 I / We hereby request you to update the contact details as mentioned in PART B & activate the account. I understand that only contact details will be updated however rekyc will not be updated.

Or

 I / We hereby request you to update the contact details and / or with Re-KYC as mentioned in PART B and activate the account.

Entity Name: \_\_\_\_\_

Signatures: \_\_\_\_\_

(With Rubber stamp as per Mode of Operation of the account)

 **PART B – Re-KYC (updation of KYC information):**
**Company / Entity Information:**
**Section A – Entity Details:**

Type of Business:	Comm. Agent / Retailer / Wholesaler / Agriculture / Manufacturing / Services / Trading / Others (For others please specify) : _____
Nature of Business / activity:	
Annual Turnover / Income (Rs. In Lakh) (Last FY):	
Annual Turnover / Income (Rs. In Lakh) (Current FY Projected):	
Preferred Email ID:	
Preferred Mobile No.:	
Permanent Account Number (PAN) of Entity OR Proprietor in case of Sole-Proprietor:	

Customer Signature with rubber stamp  
(as per mode of operation in account)

**Section B – Declaration for Beneficiary Owner (BO):**

- I / We have submitted BO details as per revised rule applicable WEF March'23 & there is no change in the details already furnished.
- I / We have not submitted BO details as per revised rule applicable WEF March'23 / BO details have under gone change & hence please find the current BO details along with applicable documents attached herewith.

**Section C – Address:**

- There is no change in my / our mailing address or other details like constitutions, authorised signatories, mode of operation, PAN, etc. Attached herewith are the KYC documents for the purpose of Re-KYC updation.
- I / We wish to change mailing address / constitutions / authorised signatories / mode of operation / PAN, etc. Attached herewith are the KYC documents matching with the new details for the purpose of Re-KYC updation.

**Section D – (To be filled ONLY IF THERE IS A CHANGE in the mailing address):**

Please update the following information in your records. Also enclosed is the self- attested copy of address proof.

<b>New Address :</b> (Please submit proof for new address. This will be updated as the New Address in Bank records)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

<b>Details for Authorized Signatory-1</b> <input type="checkbox"/> <b>Beneficial Owner</b> <input type="text"/> %
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**Section A – Personal:**

**CRN:**

**Customer Name:**  F I R S T N A M E  M I D D L E N A M E  S U R N A M E

**Section B – Contact details:**

- There is no change in my contact details.
- I wish to change my contact details in the bank records. Attached herewith are the KYC documents matching with the new details.

**Section C – To be filled ONLY IF THERE IS A CHANGE in the contact details:**

Please update the following information in your records. I have provided identity / address proof for the same.

For updating New Mobile Number/ Email id (provide Identity Proof Document)	
Mobile No.:	<input type="text"/> I S D – <input type="text"/>
Email ID	<input type="text"/>

Customer's Sign (Please provide sign, name and Designation with stamp of organization")
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**Section D – FATCA/CRS Declaration**

- I/We have submitted FATCA/CRS and there is no change in the details already furnished.
- I/We wish to submit / update FATCA/CRS details. (Enclose separate FATCA / CRS form as applicable)

<b>Details for Authorized Signatory-2</b>	<input type="checkbox"/> <b>Beneficial Owner</b>	<input type="text"/> %
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**Section A – Personal:**

CRN:

Customer Name:

**Section B – Contact details:**

- There is no change in my contact details.
- I wish to change my contact details in the bank records. Attached herewith are the KYC documents matching with the new details.

**Section C – To be filled ONLY IF THERE IS A CHANGE in the contact details:**

Please update the following information in your records. I have provided identity / address proof for the same.

For updating New Mobile Number/ Email id (provide Identity Proof Document)	
Mobile No.:	<input type="text"/>
Email ID	<input type="text"/>

Customer's Sign  
(Please provide sign, name and Designation with stamp of organization")

**Section D – FATCA/CRS Declaration**

- I/We have submitted FATCA/CRS and there is no change in the details already furnished.
- I/We wish to submit / update FATCA/CRS details. (Enclose separate FATCA / CRS form as applicable)

I / We confirm the above information furnished is true and correct and the said details may be updated in the Bank records.

Signature\* of the Authorized Signatory-1

Signature\* of the Authorized Signatory-2

Name: \_\_\_\_\_ Name: \_\_\_\_\_

[\*Please sign as per Account Mode of Operation along with Rubber Stamp of Organization]

**Customer Acknowledgement Copy: (Applicable if submitted at the branch)**

Service Request No: \_\_\_\_\_ Acknowledgement date:

Signature of the Bank Official: \_\_\_\_\_