Date:

Latest Photograph

To,

The Branch Manager,

Kotak Mahindra Bank Ltd

Re: Updation of information related to my Customer Relationship No \_\_\_\_\_\_\_\_\_\_\_\_

**Dear Sir/Madam**

This is with the reference to your letter requesting for updation of my / our information.

Please update the following information in your records. Also enclosed is the self-attested copy of my Passport and Visa / Permit.

***Note: For shippers, in case Visa/Permit is not available CDC Booklet and Indian/Merchant navy declaration to be provided***

|  |  |
| --- | --- |
| Name (in CAPITAL LETTERS)  |   |
| **Passport Details** |
| Passport Number |  |
| Date of Issue |   |
| Date of Expiry |   |
| **Visa Details** |
| Visa Type |   |
| Date of Issue |   |
| Date of Expiry |   |
| Occupation | If self-employed /businessman please specify nature of business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Annual Income (INR) |   |
| Name of Organization (if employed) |   |
| Permanent Account Number |   |
| Address  |   |

I confirm the above information furnished is true and correct and the said details may please be updated in my account maintained with the Bank

|  |  |
| --- | --- |
| Signature |   |
| Name |   |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D  | D  |  M | M  |  Y | Y  | Y  | Y  |

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

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