Kotak Mahindra Bank

Common Request Form

(Kindly fill the form in Capital Letters only)

Siebel Request No.

For Bank Use:

Customer Account Type:

☐ Wealth ☐ Privy ☐ Resident Individual ☐ Non Individual ☐ Non Resident Individual

CRN Corporate CRN Date

☐ CASA Account Number

I/We

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

Sol ID

Signature verified by Sign & Emp Code

Receiver's stamp

Documents sent to CPC / RPC on D D M M Y Y Y Y

Authorized by

KMBL/Apr-2015/V 1.0

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.,** _____