

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

CRN

Corporate CRN

Date

☐ CASA
 Account Number

I / We

Mr./ Ms. FIRST NAME MIDDLE NAME LAST NAME

Mr./ 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
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(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

Documents sent to CPC / RPC on

D	D	M	M	Y	Y	Y	Y
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Authorized by

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.**, _____