**Annexure 1 A – Request letter format for dormant account activation (Individual A/cs)**

Date:

To,

The Branch Manager,

Kotak Mahindra Bank,

XXXXX Branch

**Subject: Request for Activation of my/our Dormant Account**

**Dear Sir / Madam,**

I/We, holders of Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ request you to activate my / our Account which is in dormant status.

The Reason for no operations in the account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I / We enclose herewith following documents -

1. Self attested copy of ID and Address Proof (mandatory)

First Holder

Second Holder

Third Holder

2. Enclosed: A cheque for \_\_\_\_\_\_\_\_\_\_/- drawn on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bank to be deposited in

Dormant account

3. Cash for \_\_\_\_\_\_\_\_\_\_/- deposited in my/our dormant account

I/ We understand that a financial transaction is mandatory to maintain the active status of the account. In case I / we fail to carry out any financial transaction within 12 months from date of this request, Bank will change the status of my / our account to Dormant restricting transactions and channel access.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the first holder Signature of the second holder Signature of the third holder

**Terms & Conditions:**

* If there are multiple holders in account then all holders need to visit the branch and submit duly signed request with their ID proof for activation of account.