

REQUEST FOR RE-ACTIVATION OF DORMANT ACCOUNT

Branch Name/Code: _____

Date:

D	D	M	M	Y	Y	Y	Y
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Reference to my/ our below mentioned account(s), I/ we understand that the account(s) has not been operated by me/ us and hence as per the Bank's policy it has been marked as "Dormant". I/ We hereby request you to re-activate the same as I/ we would like to resume my/ our banking activities:

Title/Name of Account																																												
Account Number(s)	1. <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> 2. <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> (In case of another account of same title/name)																																											
Valid Identity Document (ID) Information [e.g. NIC/ DL/ Passport etc.]	Name of Accountholder/Authorized Signatory:	Name of Accountholder/Authorized Signatory: (In case of joint holder)																																										
	ID Number:	ID Number:																																										
	Date of Issuance <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td></tr> </table>	D	D	M	M	Y	Y	Y	Y	Date of Issuance <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td></tr> </table>	D	D	M	M	Y	Y	Y	Y																										
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D	D	M	M	Y	Y	Y	Y																																					
Reason for Dormancy																																												
Mode of Request	<input type="checkbox"/> In-Person <input type="checkbox"/> Through registered email (for personal account(s) only)																																											
Mode of Transaction	<input type="checkbox"/> Cash Deposit <input type="checkbox"/> Cash/Cheque Withdrawal <input type="checkbox"/> Funds Transfer <input type="checkbox"/> Digital Funds Transfer																																											

- i. I/ We hereby declare that information provided is correct and verifiable with all risks and consequences on the part of me/us. I/ We agree to submit additional information/ documents as required by the Bank for account re-activation. I/ We understand that in case of non- provision of required information/ documents, non-establishment of contact within five working days, Bank may decline/ put on hold the re-activation request.
- ii. I/ We provide my/ our consent and authorize the Bank to verify my/ our NIC/ID Documents from Department for Registration of Persons (DRP), Department of the Registrar of Companies (eROC) or any other sources.
- iii. I/ We have received my/ our statement of account from the branch for complete dormancy period for my/our review.
- iv. Accountholder is advised to enquire from the Branch about his/ her postal address, mobile number and email address to ensure that updated information is available with the Bank.
- v. After confirmation from branch, accountholder is mandatorily required to perform same-day any financial transaction (debit or credit) through any channel as pointed out above to complete the account re-activation process.

Account Signatory - 1

Account Signatory - 2

(In case of legal entity, authorized signatories as per the operating instructions should be signed and affix company rubber stamp)

For Bank Use Only									
Branch Operations Manager (BOM) ensure that: <ul style="list-style-type: none"> <input type="checkbox"/> Signature verification activity is performed. <input type="checkbox"/> Copy of valid Identity Document is obtained and attested as "Original Seen". <input type="checkbox"/> Name screening is performed <input type="checkbox"/> Additional information/ documents are obtained (if required) for customer verification/ validation. <input type="checkbox"/> Customer demographic data is reviewed and obtained the updated documents for data cleansing, where required. <input type="checkbox"/> Fresh Specimen Signature Card(s) obtained (If required) 	Branch Manager (BM) ensure that: <ul style="list-style-type: none"> <input type="checkbox"/> Meet the accountholder(s) in Person (where required for Individual Account) <input type="checkbox"/> CDD/EDD (where required) is conducted & fresh KYC form is/are filled. <input type="checkbox"/> The possibility of customer(s) being PEP is identified. <input type="checkbox"/> The ultimate beneficial owner of funds/account is established. 								
Rejection Reason:									
Date of Account Activation:									
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BOM's Signature & Stamp	BM's Signature & Stamp								