



THE GUNTUR CO-OPERATIVE URBAN BANK Ltd.,

CUSTOMER REQUEST FORM

To,
The Branch Manager,
The Guntur Co-operative Urban Bank Ltd.,
_____ Branch

Date : _____

CUSTOMER NAME : _____		CUSTOMER ID : _____													
ACCOUNT NUMBER : _____		A/c Type : SB/ CA/ LOAN													
MOBILE NUMBER	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table>														
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1. MOBILE NUMBER UPDATE & SMS ALERT REGISTRATION:

*(Self Attested copy of Aadhar card should be enclosed)

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1(a). MOBILE NUMBER UPDATE & SMS ALERT REGISTRATION FOR JOINT ACCOUNT HOLDERS

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Signature of 1st Account Holder Signature of 2nd Account Holder Signature of 3rd Account Holder Signature of 4th Account Holder

2. EMAIL REGISTRATION : e-mail ID: _____

3. E-STATEMENT REGISTRATION: Periodicity ___ (days)

*(Monthly by default)

4. CHANGE OF ADDRESS:

New Address:

Land Mark _____, City _____ PIN _____

✓ Document for Proof of Address (Mandatory for change of mailing address)

5. DEBIT CARD REQUEST (for SB customers only)

Issue New Debit Card (fresh/ replacement in case of lost or damaged): *(charges applicable)

Deactivation of Debit Card: _____

6. TOLL FREE SERVICES : Activation/ De-activation

7. NEW CHEQUE BOOK REQUEST: (for SB & CA customers only)

Personalized Cheque Book

Non-Personalized Book

Number of Cheque Books Required: _____

*(Voucher, Cheque book request leaf should be attached)

8. STOP PAYMENT REQUEST: (for SB & CA customers only)

Number of Cheques : _____ Payees Name : _____

Cheque Number(s) : _____

Date of Cheque : _____ Reason for Stop Payment : _____

9. ISSUANCE OF DUPLICATE PASS BOOK: *(voucher to be enclosed, charges will be applicable)

10. ISSUANCE OF ACCOUNT STATEMENT: *(Request letter to be enclosed)

11. ACCOUNT CLOSING: * (for SB & CA customers only)
Reason for closing _____
12. ISSUANCE OF INTEREST CERTIFICATE: _____ (for TDR customers)
13. ISSUANCE OF LOAN CERTIFICATE : _____ (for Loan customers)
14. REGISTRATION FOR MOBILE APP : _____
 RESETTING OF BLOCKED A/C : _____
15. STANDING INSTRUCTION FOR : RD/ LOCKER RENT/ LOAN EMI
Start date of SI: _____ Amount: ₹ _____ No. of months: _____
From Account Number: _____ to Account Number _____
From Account Number: _____ to Account Number _____
16. REQUEST FOR NEW LOCKER : Small / Medium / Large
*(separate application and agreement to be furnished)

I submit that the information given by me is correct and I hereby agree that the Bank may debit service charges plus taxes from my account wherever applicable as per the Bank's schedule of charges.

Date : _____

Place: _____

Customer Signature: 1. _____

2. _____

For Branch Office use only

I have received the request from the customer, satisfied about the identity through KYC documents and signature of customer in bank records.

Request accepted by:

Certified by:

Signature of the Employee.

Signature of the Officer

Action taken by Branch:

1. Updated Mobile Number	9. Issued Duplicate Pass Book
2. Updated Email details	10. Issued Account Statement
3. Registered for E-Statement	11. Closed of Account,
4. Updated mailing Address	12. Issued Interest Certificate
5. Forwarded request for new Debit Card/ deactivation of Debit card	13. Issued Loan certificate
6. Activated TOLL FREE SERVICES	14. Registered for Mobile App/Reset Password
7. Forwarded Cheque Book request	15. Activated Standing Instructions
8. Registered Cheque stop Payment request	16. Completed allotment of Locker