

To,

Date:

The Branch Head / Officer
Branch _____

Sub: Updating KYC documents

Dear Sir / Madam,

My/ Our A/c No with your branch _____,

I / We have not changed our existing address and name/s recorded with your Bank.

The Name & Address is given below;

I/ We also want to continue with the above address for our correspondence.

Signature of Account Holder,
(1st A/c holder)

Signature of Account Holder
(2nd A/c holder)

PAN Card No _____,
(1st A/c holder)

PAN Card No _____
(2nd A/c holder)

Mobile No: _____

Mobile _____

Email Id: _____

Email id: _____

For Branch Use :	For CPO Use:
CIF No. CIF No.	KYC updated in system on _____
Signature verified with the original (Name and employee code of officer verifying the signature & documents with Branch seal)	Signature (Name and employee code of officer updating in system with CPO seal)