

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.