

Annexure 1 B- Request letter format for dormant account activation Non Individual Accounts

(To be obtained on letter head)

Date:

To
The Branch Manager,
Kotak Mahindra Bank,
XXXXXX Branch

Subject: Request for Activation of my Dormant Account no. _____

Dear Sir / Madam,

I/We request you to activate our my/ A/c no. _____ in the name
_____ which is in dormant status.

The Reason for no operation in the account is _____

Comment [RS(BK1): Customer to mention specific reason i.e. Out of town, country etc.

I / We enclose herewith following documents -

1. Self-attested copy of ID and Address proof in the name of the Entity (mandatory).
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 declare and confirm that the firm / company is functional and carrying out business of _____.

The average income / turnover of the firm / company in last 3 financial year was Rs _____ Lakh.

I/ We also understand that a Financial transaction is mandatory to maintain 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.

Authorized Signatory (Authorized Signatory to sign the letter with stamp)

Terms & Conditions:

- If cheque or cash is not deposited into the account, then any one financial transaction is mandatory for activation of account.