

**Letter of request for Incorporation/ Modification of Customer Information (eBanking)**

Branch Head,

Dated: \_\_\_/\_\_\_/\_\_\_\_\_/

Business Unit  
  
\_\_\_\_\_

Sub: Request for incorporation/ modification of Customer Information (eBanking)

Sir,

Kindly incorporate the following information related to me as eBanking customer at your Business Unit.

**Present Details:**

1. Customer ID: \_\_\_\_\_ *(To be filled by Business Unit Only)*
2. Name of Customer/ Account No: \_\_\_\_\_
3. Email ID: \_\_\_\_\_
4. Mobile No: \_\_\_\_\_
5. Telephone No: \_\_\_\_\_
6. Mother's Maiden Name: \_\_\_\_\_
7. Date of Birth/ Date of incorporation of Company: \_\_\_\_/\_\_\_\_/\_\_\_\_/

**Modifications (if any):**

1. Email ID: \_\_\_\_\_
2. Mobile No: \_\_\_\_\_
3. Mother's Maiden Name: \_\_\_\_\_
4. Telephone No: \_\_\_\_\_
5. Reasons for request: \_\_\_\_\_  
\_\_\_\_\_
6. Proof : \_\_\_\_\_

Signature of Account Holder/s/ Authorised Signatory  
(Specimen signature as maintained in Bank records)

**Declaration by Customer:**

- Bank reserves the right to reject the request for change/ incorporation of the information without sufficient proof without reasons.
- Bank reserves right to reject frequent change of information.
- Bank reserves right to independently verify the documents submitted as a proof and suspend the operation of the eBanking account till the verification of the same.
- Customer submitting request letter for change of customer information undertakes to abide by rules and regulations governing the operation of the eBanking account and has submitted the request letter only after accepting the terms and conditions.
- Information submitted for change/ incorporation of particulars is true and correct and up to date in all aspects and I/We have not withheld any information.
- I have as authorised signatory of the account mandate on behalf of other account holders to seek the change in the customer information and to bind myself and other joint accounts by the rules and regulations and other conditions governing the eBanking account ( Applicable in case of Joint Accounts and should be accompanied by the authority letter).

Signature of account holder