

Transfer of Account from One Branch to Other

Account Specific Changes (Account Branch)

I / We _____ hereby request you to transfer my / our **Account Number** maintained with _____ branch to _____ branch.

I / We _____ hereby request you to transfer **all my Accounts under CRN** maintained with _____ branch to _____ branch.

The reason for transfer of account is _____

Contact Details

Change Mailing Address – Yes No

My / Our new mailing address & contact numbers are as under:

 _____ City _____ Pin code _____

(In case of change in Mailing Address please provide address proof. Address of Primary Account Holder will be changed. For other holders please fill form for Modification of Individuals)

Contact Numbers** Office Residence

Mobile Number ISD CODE

E-Mail address

Note :

- Please provide address proof in case mailing address is different from the existing mailing address as per Bank record.
- ** – Mandatory

Customer Specific Changes (BCIF Branch)

I / We also request you to map new Branch to my / our Customer Relationship Numbers as given below. I / We understand that with this change, all my / our undelivered deliverables would be sent by the bank to the new home branch.

	Customer Name	CRN	New Home Branch
2nd Holder			
3rd Holder			

Important

- In case of non individual account, letter signed as per mode of operation to be submitted along with the request.
- Only Savings / Current / Overdraft accounts can be transferred.
- The account will be transferred to the requested Branch subject to availability of existing product / scheme code at the new Branch.
- All the facilities extended to the account at the existing Branch may continue subject to the eligibility of the new Branch.
- Bank may freeze account for the period required to complete account transfer process. Customer will not be able to transact in the account in the interim period.

Declaration

I / We have read and understood the terms and conditions related to the transfer of an account from one branch to another branch with Kotak Mahindra Bank Ltd. and those relating to the various services. I accept and agree to be bound by the said terms and conditions including those excluding / limiting the Bank's liability. I / We understand that the Bank may at its absolute discretion, discontinue any of the services completely or partially or vary the terms without any notice to me/us. I / We agree that the benefits provided to me / us in the existing Branch may not be extended at the new Branch in case the new Branch is not eligible to offer the benefits. I / We agree that the Bank may debit my account for service charges as applicable from time to time. I / We declare and confirm that the same operating instructions and nomination will apply for my / our account in the new Branch. I / We authorize the Bank to link all the existing Phone Banking, Net Banking, Debit Card facilities on my / our existing account to my / our savings account in the new Branch. I / We also understand that this application will be deemed as an account opening document with the Bank.

Signature (To be signed by all account holders in case of Savings Account and as per mode of operation in case of Current Account)

_____ Account Holder / Auth Signatory
 _____ Account Holder / Auth Signatory
 _____ Account Holder / Auth Signatory
 Date _____

For Bank Use only

Existing Branch _____	New Branch _____
Primary Holder CRN _____	Relationship Manager Name _____
Signature verified by _____	Relationship Manager Code _____
Documents sent to CPC on _____	LG Name _____
LOB Code _____	LG Code _____
Approved By _____	Authorised By _____