

## SERVICE REQUEST FORM

Name :

Account No. :  Account Type :  Current Account  Savings Account

Branch :  Date:

### A UPDATE OF PERSONAL DETAILS (Please fill only required changes; Strike off the section if not required)

E-mail address :

Mobile No.^ :  (Update of Mobile Number requires the previous month's mobile bill (for post-paid numbers) as supporting proof or a signed declaration available in Annexure I overleaf.)

PAN\* :

Date of Birth\* :

Passport\* :  Expiry Date:

#### Residence Address \*\*:

Line 1

Line 2

Landmark

City  State  PIN

Landline No. (If any)  STD

#### Office Address \*\*:

Line 1

Line 2

Landmark

City  State  PIN

Landline No. (If any)  STD

#### Permanent Address \*\*:

Line 1

Line 2

Landmark

City  State  PIN

Landline No. (If any)  STD

Mailing Address (applicable only to primary holder) :  Residence  Office Address

I am submitting an address proof for my permanent residential address as i do not have an address proof for the above mentioned mailing address in my name due to \_\_\_\_\_

<sup>†</sup>Please carry original documents along with a self attested photo-copy as proof for verification by a Citibank representative.

<sup>‡</sup>Officially valid address proofs - valid passport with address page / Aadhaar card / Voter ID card / Job card issued by NREGA duly signed by an officer of the State government.

<sup>^</sup>Kindly note that updating an overseas contact number in a domestic account is not permitted. In case an overseas contact number is updated in a domestic account, we will be unable to service on the updated number.

**B SERVICE REQUESTS**

(Tick and fill only those that are necessary; Strike off the section if not required)

Please note some of these services may be charged. Please refer to the latest schedule of charges applicable to your account on [www.citibank.com/india](http://www.citibank.com/india).

Cheque book :  10 Leaves  25 Leaves  50 Leaves  
 Address for dispatch :  Mailing  Non - Mailing  
 Debit Card PIN request :  ATM PIN  Telephone PIN Reason for Reissue \_\_\_\_\_  
 Debit Card Number : \_\_\_\_\_

Monthly E-Statement (SOE) Registration (Physical statements will be discontinued automatically. Please ensure E-mail ID of primary holder is updated)

Issuance of Balance Confirmation Certificates as on : \_\_\_\_\_

Issuance of duplicate TDS Certificate for Financial Year : \_\_\_\_\_ - \_\_\_\_\_ Quarter Q \_\_\_\_\_ Q1 (Apr-Jun), Q2 (Jul-Sep), Q3 (Oct-Dec), Q4 (Jan-Mar)

Issuance of Savings Account Interest Certificate for Financial Year: \_\_\_\_\_ - \_\_\_\_\_

Duplicate Statement / Passbook : \_\_\_\_\_ to \_\_\_\_\_

Please link my Citi Credit Card \_\_\_\_\_ to the account mentioned above.

Bankers Verification  Signature  Photo  Address Purpose \_\_\_\_\_

Cancellation/ Demand draft / Banker's Cheque Drawn on \_\_\_\_\_ DD/BC No \_\_\_\_\_

(Please enclose original demand draft/banker's cheque) Dated \_\_\_\_\_ Amount \_\_\_\_\_ Favouring \_\_\_\_\_

Confidential Report  Paid Cheque Report  Credit Confirmation for the period \_\_\_\_\_ Purpose \_\_\_\_\_

**C ACCOUNT TRANSACTION RELATED**

I/We understand, agree and acknowledge that Citibank's schedule of charges, as amended from time to time as applicable for service requests.

Erroneous credit / debit in account:  
 Cheque No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_  
 Drawn on \_\_\_\_\_

Details of Debit / Credit:  
 Date of Txn \_\_\_\_\_ Amount \_\_\_\_\_

Payee details required :  
 Cheque No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Returned cheque not received :  
 Cheque No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_  
 Deposited at \_\_\_\_\_  
 Drawn on \_\_\_\_\_

Any Other Request \_\_\_\_\_

**DECLARATION (MANDATORY)**

I/We hereby declare that all details provided in this form are true and correct and supported by valid documents enclosed with this form. I/We accept and agree that this declaration shall be in addition to any other declaration provided by me/us with respect to the facility provided by Citibank and agree to indemnify and keep Citibank indemnified from any loss, damage, claim, action, costs, charges and expenses which Citibank may suffer or incur as a result of any defect/misrepresentation made by me/us in the above declaration.

I/We understand and agree that the mailing address can be changed only by the primary account holder of this account and the same shall apply for all linked accounts where he/she is the primary account holder.

I/We also understand that address change requests are processed at an account holder level. Accordingly, my new address shall be updated across all linked accounts held with the bank where I am an account holder.

I/We understand, agree and acknowledge that Citibank's schedule of charges, as amended from time to time, is applicable for service requests.

\_\_\_\_\_

Signature (1<sup>st</sup> Account Holder)

\_\_\_\_\_

Signature (2<sup>nd</sup> Account Holder)

\_\_\_\_\_

Signature (3<sup>rd</sup> Account Holder)

Note - To be signed by the holder making the request. However, address change request must be signed by the primary account holder. Other account holder signatures are required only if the signature rule is 'Joint'.

