

## Dormancy Removal Instruction Form for Individuals

### Dormancy Activation:

I/We understand my account number \_\_\_\_\_ has been dormant. I/We wish to place a request to activate my account.

I hereby agree to follow the below mandatory steps to activate my account:

1. Submit relevant KYC documents
2. Perform a Financial Transaction

### KYC Section (Original Documents to be Presented):

I hereby submit the following documents from the list mentioned below:

- Valid Passport Copy
- Aadhaar Card issued by the Unique Identification Authority of India (Refer Declaration section)
- Voter ID Card issued by Election Commission of India
- Valid Driving License

### Financial Transaction (To Be Performed in Branch):

I understand I need to perform any one of the below financial transactions to activate my account:

- Cash Deposit/Withdrawal
- Customer Initiated Fund Transfer (NEFT/RTGS/Citi Account to Account Transfer)
- DD Issuance

### DECLARATION

I/We hereby declare that all the details provided in this form are true and correct and supported by valid documents enclosed with this form. I/We 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 submit my Aadhaar number and voluntarily give my consent to:

1. Use my Aadhaar Details to authenticate me from UIDAI.
2. Use my registered Mobile Number for sending SMS Alerts to me.

#### PRIMARY APPLICANT SIGNATURE

SIGN  
HERE

←

Name : \_\_\_\_\_

#### JOINT APPLICANT SIGNATURE

SIGN  
HERE

←

Name : \_\_\_\_\_

### For Bank Use only:

Instruction Received by : \_\_\_\_\_

Complete set of Originals received :  Yes  No

Customer met in person by : (1) Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Emp Id: \_\_\_\_\_

(2) Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Emp Id: \_\_\_\_\_

Signature verified by : Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Emp Id: \_\_\_\_\_

Old Occupation Code : \_\_\_\_\_ Old Occupation Description : \_\_\_\_\_

New Occupation Code : \_\_\_\_\_ New Occupation Description : \_\_\_\_\_

### Important Point

Dormancy Removal Instruction form has to be submitted by the Account Holder by Visiting the branch in Person only, the instruction will not be processed incase the form is mailed directly to Citibank branches or mail room.