



# Bank of Baroda, Seychelles

Date - \_\_\_\_/\_\_\_\_/\_\_\_\_

The Chief Executive  
Bank of Baroda  
Victoria, Seychelles.

Dear Sir,

**Re : My/Our Account with your bank**

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

Account No. : 

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*(Please Select & Fill applicable request box)*

	<b><u>Duplicate Bank Card</u></b>
	I/we have lost my earlier bank card. I/we request you to issue fresh bank card. I undertake to safely keep the bank card. I undertake to produce bank card at Bank's counter for identification purpose. Applicable charges may please be debited to my/our account.
	<b><u>Duplicate Account Statement</u></b>
	Kindly issue duplicate statement of my/our account for period _____ to _____ and debit my/our account with applicable charges.
	<b><u>Updation of Address</u></b>
	Kindly update my Correspondence/Permanent/Employer address as under:  _____
	Proof of above-mentioned address is enclosed with this request. [Valid address Proof - Latest Utility bill (Not more than three months old) or Letter from District Administration or Letter from employer (only In case of Expatriate)]
	<b><u>Contact Details Updation</u></b>
	Kindly update below contact details in your records for all correspondence related to my/our account  Mobile Number : _____ E-mail ID : _____
	<b><u>Cheque Book Request</u></b>
	I/We have not been issued cheque book in the above-mentioned account. Kindly issue me cheque book consisting of <u>50/100</u> cheque leaves. The charges may please be debited to my account.  I undertake to safely keep the cheque books and to use it for debiting my/our account with you. I undertake to advise you immediately in the event of loss/theft of the signed/unsigned cheque and to hold bank free from responsibility if any of such cheques are paid by the bank, even if the signatures on the cheques are forged/counterfeit.

**Stop Payment of Cheque**

Kindly stop payment of below mentioned cheques:

Cheque No. From : \_\_\_\_\_

Cheque No. To : \_\_\_\_\_

Reason : \_\_\_\_\_

Applicable charges may please be debited to my/our above-mentioned account.

**Account Activation**

Due to \_\_\_\_\_ (Reason), I/we could not operate the account. Now, I/we want to re-operate the account. Therefore, I/we request you to activate abovementioned account. My/Our latest Proof of Identification, address & Income along with KYC form are attached with this request.

**Account Closure**

- a) Reason for closure : \_\_\_\_\_.
- b) I/we have cancelled the standing orders issued in this account.
- c) No account either with your bank or with any other bank is referring to this account.
- d) There is no unused cheque leaves pertaining to this account/ No cheque book has been issued in this account.

Or

I/we are surrendering the cheque leaves from \_\_\_\_\_ to \_\_\_\_\_ which may please be destroyed and other unused cheques may please be destroyed.

- e) I / we have not been issued debit/ATM card to this account/ I/we am/are surrendering debit cards issued to my/our account
- f) I/we undertake all the transactions in my account are genuine and I/we shall be responsible for any fraudulent factor found in future related to transactions in this account.

Kindly close the account and make payment of closing balance after deduction of all applicable charges.

**Any Other Request**

Particulars of the request: \_\_\_\_\_

Purpose: \_\_\_\_\_

**Account Holder Signature**

**Jt. Holder Signature/s (if any)**

**For Office Use**

Signature Verified & request Authenticated by		
Request Entered by		Date
Request Verified by		