

# SHIVALIK SMALL FINANCE BANK

## SERVICE REQUEST FORM

1. Tran ID \_\_\_\_\_  
 2. Entered by \_\_\_\_\_  
 3. Checked by \_\_\_\_\_

Please fill in BLOCK (Capital) Letters only

Application Date

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Branch Name 

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 Branch Code 

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 Product Code 

--	--	--	--

CIF Number 

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 Account No.(SB/CA/CC/OD) 

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Customer Name: Mr./Mrs./Ms./Dr./M/s 

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### Please fill up the required service request

#### 1. Change Personal/Contact Details(\* Self attested- document for proof of address/PAN/Aadhaar etc is required where applicable)

Mailing /Permanent Old Address 

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 Pin code 

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City 

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 State 

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Mailing /Permanent New Address 

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Please specify landmark

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 Pin code 

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City 

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 State 

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Change of Mobile Number New Mobile Number 

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(Mention country code followed by your mobile number)

Change of Landline Number New Landline Number STD/ISD Code 

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Change of Email ID New Email ID 

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\*Update PAN \*PAN 

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\*Update Aadhaar Number \*Aadhaar Number 

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\*Update Date of Birth 

D	D	M	M	Y	Y	Y	Y
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**Reason for change**  
(Please Specify)

Please Specify

#### 2. Debit card services (PAN or Form 60 is mandatory for issuance of Debit Card)

A. Issue New Debit Card: Rupay Classic  Rupay Platinum\*  (\*available for select product only)

Card Type: Insta Card  Mention Card Reference Number: 

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Personalized Card  (Card would be delivered at communication address as per bank records)

B. Permanent block/hotlist my existing Debit Card linked to A/c Number: 

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Reason for Hotlist: Card Lost/Stolen  Card Damaged/Not Working  New Card Variant  Fraud Attempted/Committed

#### 3. Account Variants

Please upgrade/downgrade my savings/current account

Product Code SB Normal 1001  Gold 1012  Diamond 1013  Others 

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Product Code CA Normal 1201  Gold 1204  Diamond 1205  Others 

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#### 4. Activate Inoperative/Dormant Account (Attach Photo, KYC & CIF)

SB  CA  Account No. 

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Please re-activate my account / Not being operated (Reason) \_\_\_\_\_

5. Request for Passbook  Request for duplicate Passbook  Statement of Account  Tenure: From \_\_\_\_\_ to \_\_\_\_\_

6.  Request for Cheque Book: Nos. of Cheque Leaves required:

(Note: Savings Accounts: 15 cheque leaves per cheque book | Current/Overdraft/Cash Credit Accounts : 30 cheque leaves per cheque book)

**7. Stop Payment Request (Please attach separate list for multiple cheques)**

Stop single cheque     Stop multiple cheques    No. of cheques

Cheque no.       to Cheque No       Amount

Date         Payee Name

Reason for stop payment

**8. Standing Instruction (For transfer of funds within Bank)**

From A/C           to A/C

Period (months/years)     Amount

Start date         End date

**9. Addition of Name in Account (Attach photo, KYC, CIF, AOF)**

Please add Mr./Mrs./Ms

Relationship with Primary account Holder

**10. Account transfer**

a. Please Transfer my Account no.           to your  Branch.

Reason

**11. Mobile Banking PIN**

I hereby request for generating Temporary PIN for Mobile Banking registration to be delivered on my registered mobile number in bank records

**12. Any other Request**

**Terms & Conditions**

\*Please ensure that all the details mentioned here are correct and up to date. Bank will not be responsible for any delays or non-delivery arising from incorrect information. E-mail ID and Mobile number provided above, shall reflect in all accounts under the above mentioned CIF number. Bank will send SMS alerts on the updated mobile number. Charges if any, for any new service mentioned will be debited to customers account. All terms and conditions as updated from time to time on the bank's website will be applicable.

**Declaration**

This is to certify that the above information is correct to the best of my knowledge and I/We permit the Bank to update the above details in its records for any further communication. I/We agree that I/We have read and understood the terms and conditions and agree to abide by the same.

Date

Signature of 1st Applicant

Please sign

Signature of 2nd Applicant

Please sign

For Bank Use only Branch Code:

Request accepted by

Request authorised by

(Maker Employed ID):

(Checker) Employee ID: