KYC Updation / Account Activation

*(Combined request format for updation of KYC and Activation of **Inoperative**accounts.)*

Date:
To the Manager,
SBM Bank India
_____ Branch

Dear Sir/Ma'am,

Sub: Customer ID _____Account No. _____ in the name of_____<Account Title>

Purpose:

- ☐ Updation of KYC
- ☐ Activation of Account

I/We maintain the above-mentioned account and

- ☐ would like to update KYC in our above-mentioned bank record. Necessary self-certified documentation in this regard is attached herewith.
- ☐ request you to activate my account which has not been operated for some time because <state reason>. I/We also declare that there is no change in the details updated in the bank records.
- ☐ request you to activate my account which has not been operated for some time because <state reason>. Necessary self-certified KYC documentation is attached for updating the bank records.

Declaration:

- The consequences of maintaining a non-operational account have been explained to me by the bank official.In case I/We fail to carry out any customer induced transaction for a period of 24 months the Bank shall change the status of my / our account to '**Inoperative**', restricting transactions and channel access.
- I/We agree to operate the account regularly and maintain adequate account balance as per prescribed by the Bank to the nature of my/our account.
- I/We understand that a customer induced'transaction'as contemplated under the extant RBI guidelines,is mandatory to maintain the active status of the account.
- I/We authorize and give my/our consent to the bank to update my/our latest KYC information as per documents submitted with this request form.
- I/We confirm to keep the Bank informed in case there is any change in my KYC related information and/or Business profile submitted to the Bank.

I/We hereby request you to activate my account and change the status to 'Active'.

Sincerely,

(Signature – as per MODE OF OPERATION)	(Signature – as per MOD of OPERATION)

Documents &Checklist

Constitution	Requirement
NR and resident Individual	Duly signed request letter as per MODE OF OPERATION in the format attached. Self-Certified KYC Documents of all holders (valid ID and address proof)
Proprietorship	Duly signed request letter as per MODE OF OPERATION in the format attached. Entity and Authorised Signatory KYC document - Valid ID and address proof.
HUF	Duly signed request letter as per MODE OF OPERATION in the format attached. Valid KYC document of Karta and HUF PAN.
Partnership	Duly signed request letter as per MODE OF OPERATION in the format attached, on letterhead. Valid KYC Documents of Entity and Authorised Signatory operating the account.
LLP/ Private Ltd./Public Ltd.	Duly signed request letter as per MODE OF OPERATION in the format attached, on letterhead. Valid KYC Documents of Entity and Authorised Signatory operating the account and KYC of Director who has sign the board resolution.
Trust/Association/Society/Clubs	Duly signed request letter as per MODE OF OPERATION in the format attached, on letterhead. Valid KYC Documents of Entity and Authorised Signatory operating the account and KYC of Trustee/Members who has signed the board resolution.

Note: Kindly contact your Relationship Manager or nearest SBM Bank branch for more details.