



Request letter to transfer the operative account from base branch to proposed branch

From: (Full Name and Present Address)	Latest photo (Self attested)
To : The Branch Head _____ Branch _____ Date:	

Dear Sir,

Reg: Transferring of _____ A/c in _____ Branch

I/We request you to transfer the above SB/current account maintained at _____ branch to your branch. The details are as under:-

1. Details of the account:

Name of the Branch	Customer ID	Nature of the Account/Account Number
		SB/current a/c No.:

2. Reasons for transferring account to this branch :-

3. Identity Proof document produced:

4. Address Proof documents Produced :

5. Mobile : _____ **Land Line Number:** _____ **Email:** _____

Signature/s: _____ **encl: pass book and unused cheque leaves**

FOR OFFICE USE ONLY- _____ **For Branch use (Proposed branch):**

To: The Manager, Branch (Base branch).

The customer has requested to transfer the existing account maintained at your branch. We are sending herewith the second and third copies of the request letter along with the unused cheque leaves and copy of Identity and address proof obtained from the customer. We request you to transfer the said account to our branch after verification of the documents. Please send the certified copies of all the KYC documents and account opening form along with the third copy of the request letter on transfer of the account to our branch.

Date: **Branch Manager (proposed branch)**

For Branch use (Base branch):

To: The Manager, Branch(Proposed branch)

We have verified the signature and Identity proof of the customer and confirm that the documents send by you matches with the original documents. All the required KYC norms were complied with and the documents obtained were verified with the originals while opening the account. The certified copies of all the KYC documents and account opening form along with the third copy of the request letter are sent herewith, by retaining the second copy of the same with the originals of all the KYC documents & account opening forms, at our records. The account is transferred to your sol ID.

Date:

Account transferred by : _____ **Branch Manager (base branch)**

For Branch use (Proposed branch):

We have verified the particulars and signature of the customer with that of KYC documents received from base branch. We have obtained confirmation from the base branch for having complied with the all the KYC norms pertaining to the above customer. The account number _____ of _____ has been transferred and the said account is maintained with our branch from the _____ (date).

All other guidelines as per Circular: HO/DEV/CIRCULAR/GF(5)/15/2012-13 dated 15.11.2012 and other guidelines are adhered to.

Date: **Branch Manager (Proposed branch)**

UNDERTAKING LETTER

From: (Full name & present address)

Date:

**To,
The Branch Head,
Karnataka Bank Ltd.,**

_____ **Branch.**

Dear Sir,

Sub: Intra - Bank account portability – ECS/Standing Instruction Mandate/K-Power Facility.

Ref: My/our Account Number _____

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*I/We request you to cancel all the earlier mandates given by me/us for various ECS debit/credits/standing instructions and earlier mandates given by me/us will become null & void on transfer of the account. I/We also undertake that I/We will give fresh mandate for ECS debit/credit/standing instruction, wherever required.*

*I/We also request you to cancel the K-Power facility attached to my/our account.*

Yours faithfully,

**Signature/s.**