

CUSTOMER REQUEST FORM



For Branch Use Only (Encircle requested SR/s)

1	2	3	4	5	6	7	8	9	10	11	12
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To

_____ Branch

Date of Request: _____

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Primary Holder Customer ID

1st Joint Holder Customer ID

2nd Joint Holder Customer ID

3rd Joint Holder Customer ID

Primary Holder Name : _____

1st Joint Holder Name : _____

2nd Joint Holder Name : _____

3rd Joint Holder Name : _____

1. Contact details updation

New

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Existing

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SMS alerts: Y/N

Residential number (with STD code):

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Office number (with STD code):

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Email ID (in BLOCK letters):

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2. Updation of DOB – Kindly update my DOB as per following document

Document submitted	DD/MM/YYYY
PAN card	
Aadhaar card*	
Passport	
Driving License	

Document submitted	DD/MM/YYYY
Voter ID	
NREGA Card	
National Population Register	

3. Change in address

Address for Communication:(Copy of address proof to be attached)

Landmark: _____ City: _____ State: _____ Country: _____ Pin code _____

Address as per Officially Valid Document:(Copy of address proof to be attached)

Landmark: _____ City: _____ State: _____ Country: _____ Pin code _____

Please provide a copy of your address proof as per valid document: (tick as per document provided)

☐ Valid Passport with Address ☐ Aadhaar card* ☐ Voter ID Card ☐ Driving License ☐ National Population Register ☐ NREGA

ID Reference Number: _____

4. Stop Payment Request

I/We hereby request and authorize you to kindly mark a Stop Payment for the following cheque/cheques issued by me/our authorized signatory:

Specific cheque:

Cheque No.		Cheque No.		Cheque No.	
Cheque Date		Cheque Date		Cheque Date	
Cheque Amount		Cheque Amount		Cheque Amount	
Issued to		Issued to		Issued to	

Cheque Series:

From	
To	
Cheque Date	
Cheque Amount	
Issued To	

Reason for Stop Payment:

☐ Lost instrument / Cheque book

☐ Others _____

Note: The cheque will not be marked as “stopped” in case same is already paid or if the same is, in the sole opinion of IDFC FIRST Bank Limited, against the applicable laws/regulations or which may lead to any adverse liability on IDFC FIRST Bank Limited in any manner whatsoever.

5. Branch Change

I/We request you to transfer my/our Account to the Branch as mentioned hereunder

Current Branch: _____ New Branch: _____ New Branch Code: _____

Reason for transfer: _____

6. Signature change / update

Old specimen Signature of Applicant (as per Bank Record)	New Specimen Signature of Applicant

I hereby state, confirm, declare and undertake that

- All cheque issued by me with the old signature have been paid
- All Post Dated Cheques / ECS mandate issued with old signature shall be cancelled by me and re-issued with new signature

CLASSIFICATION: INTERNAL - VENDOR SHAREABLE

7. Name change

I request you to update the name on my account. Necessary documents supporting the change in my name are enclosed for your records

New Name of Applicant (to appear in Bank's records)

I confirm that

- All cheques issued by me with the old name have been paid.
- All Post Dated Cheques/ECS mandate issued with the old name shall be cancelled by me and re-issued with the new name.
- Cheques drawn with the old name, if presented in future, will be returned by the Bank.
- All cheques collected and paid in future by the Bank in this account will be drawn in the same name as given in this request form.
- The Name Change will be done at Customer ID level and will be applicable to all linked accounts.

8. Account operating instructions

I/We request to kindly change the Mode of Operation in my/our account as specified below

☐ Jointly ☐ Either or Survivor ☐ Any or Survivor ☐ Former or Survivor

9. Dormant account activation - Applicable for Individuals

I/We hereby request you to activate my/our account, basis POI & POA from the following documents (tick as per document provided)

☐ PAN ☐ Aadhaar* ☐ Driving License ☐ Voter ID ☐ Passport

ID Reference Number: _____ & _____

Reason for not transacting / Dormancy: _____

10. Issuance of Pass book: ☐
11. Duplicate Statement: Statement required from Date _____ to Date _____

12. Cheque book request

Number of Leaves per Chequebook: 25 ☐ 50 ☐ 100 ☐

Declaration

I/We, the undersigned, have read, understood and agree to absolutely and unconditionally abide by and be bound by the Terms and Conditions displayed on website www.idfcfirstbank.com as revised from time to time by IDFC FIRST Bank Limited, in relation to all of my/our accounts, for present and future, maintained / opened / to be maintained / to be opened with IDFC FIRST Bank Limited.

I/We declare that the particulars given herein are correct and complete. If any debit transaction is delayed or not processed for reasons of incomplete or incorrect information, I/We shall not hold your bank responsible. I/We authorize you to debit my/our account towards such charges as may be determined by you for the service. I/We further agree and confirm to unconditionally indemnify and keep indemnified IDFC FIRST Bank Limited from any actions, claims, demands or liability by/towards any third party which may arise on account of IDFC FIRST Bank acting pursuant to the instructions hereunder.

I/We, further agree and confirm to indemnify IDFC FIRST Bank Limited from any claims, actions, demands etc. by any third party arising on account of IDFC FIRST Bank Limited acting pursuant to the instructions given hereinabove and I/We shall be solely liable and responsible for any liability, in manner whatsoever, which may arise in respect thereof.

***Aadhar declaration**

I/we hereby state & undertake as under :

1. That I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar / masked Aadhaar / offline electronic Aadhaar xml as issued by UIDAI (Aadhaar) for the purpose of establishing my/our identity / address proof.
2. That I/we have no objection for authenticating myself /ourselves with Aadhaar based Authentication system and voluntarily give my/our consent to :
3. Use my/our Aadhaar details to authenticate myself/ourselves from UIDAI
4. Link the Aadhaar number to all my/our existing / new accounts and customer ID with your bank

Customer Signatures / Thumb Imprint

Primary Holder _____ 1st Joint Holder _____

2nd Joint Holder _____ 3rd Joint Holder _____

Witness (for thumb imprint)	Witness 1 Name	Witness 1 Signature	Witness 2 Name	Witness 2 Signature
Primary Holder				
1 st Joint Holder				
2 nd Joint Holder				
3 rd Joint Holder				

FOR BANK USE ONLY

Service Request number: _____ Employee ID: _____

Name of the Branch Official: _____ Sourcing Branch Code: _____

- ☐ The customer has signed in my presence
- ☐ The customer has affixed thumb imprint in my presence
- ☐ Signature of the account holder is/are verified with specimen signature available in the records of the bank
- ☐ In person verification carried out

Signature of the Branch Official