Date : _____

The Manager,

HDFC BANK LTD.

_____ Branch,

_____

Dear Sir,

Sub. : Customer ID No.(s) : _____

I request you to effect the following changes in your Bank records. I understand that the change(s) is / are being carried out at my/our request and will affect all accounts held by me with HDFC Bank under the captioned Customer ID. I / We submit the necessary documents in original and photocopy required for effecting the same.

☐ **Change of Name** **Reason for name change :** _____

Present Name

New Name

☐ **Change of Signature (To be signed in presence of Bank staff)**

Existing	New

☐ **Change of Operating Instructions:**

A/c Number(s) : 1. _____ 2. _____ 3. _____

(Please tick anyone of the following)

- Existing : ☐ Singly ☐ Either or Survivor ☐ Jointly ☐ Anyone or Survivor
- New : ☐ Singly ☐ Either or Survivor ☐ Jointly ☐ Anyone or Survivor

Following are the terms for change of request

- Changes requested above would be effected in the Bank's records by the Bank within a period of 4 to 5 working days from the date of receipt at the Branch and the said changes would be effective in the systems from that date only.
- The fresh / new Signature(s) and / or Operating Instructions would be valid once the changes are updated in the system. The Bank will not be responsible for return / dishonour of any such old outstanding / unpaid cheques / debits / requests and which are still in transit and yet to be received / actioned by the Bank and not in conformity with the fresh / new Signature(s) and / or Operating Instructions Change request.
- In case, where the Operating Instructions have been changed from Singly or Either or Survivor to Joint Operation, the ATM/Debit cards would be hotlisted / discontinued automatically
- I/ We have read, understood and are agreeable to the terms mentioned above.

Kindly do the needful at the earliest.

Yours faithfully,

_____

(To be signed as per the Operating Instructions for the Account held with the Bank)

FOR OFFICE USE ONLY

Branch Name:_____

Received on (Date) _____

Customer Signature Verified by(sign)_____

Name of the Staff _____ **(Employee ID_____)**

For CPU use only Updated by :_____ Authorised by :_____

(Employee ID_____) (Employee ID_____)

C46/V3.0/10.06.05/P0330

Customer's Acknowledgment Copy : **Date** _____

Branch _____ **Cust. ID** _____ **A/c Number** _____

We acknowledge receipt of instruction(s) for (tick✓)

HDFC BANK
We understand your world

☐ **Change of Name** ☐ **Change of Signature** ☐ **Change of Operating Instructions**

The necessary changes will be carried out in the Bank's records only for the Accounts mentioned above

Bank Seal

Dated:_____ **Name of Bank Official:**_____ **Signature of Bank's Official** _____