

ACCOUNT TRANSFER/ACCOUNT PORTABILITY WITHIN THE BANK.

(From one Branch to another branch of our Bank in India)

APPLICABLE FOR DEPOSIT ACCOUNT ONLY.

1. A simple written request under the recorded signature of the customer along with the unused cheque book/ATM Card/and Passbook should be received by the base branch only. The customer will be allowed to retain the Passbook after branding the same.
2. Under CBS system invoking a specific menu option, the account is transferred along with the balance available in the account electronically from one branch to another on real time basis without any manual intervention. No further inter-branch remittance for transfer of fund is required.
3. Each customer has unique account number and it remains unchanged pan India on transfer of the account from one branch to another branch of the Bank.
4. The home branch will ensure before transfer that the account is fully KYC compliant and no other irregularity is noticed in the account.
5. The transferor branch physically transfers all KYC documents obtained from the customer, along with Account Opening Form, Specimen Signature Card etc, mentioning the date of transfer under seal & signature on the same day.
6. The transferee branch issues a fresh Passbook, Cheque Book and ATM Card to the customer.
7. The customer does not need to comply with KYC formalities afresh at the transferee branch. However, supporting documents for customer's new address, new telephone numbers are obtained by the transferee branch.
8. The account is transferred from one branch to another free of charge for any number of times.