

Customer Service Requests at Branch



Branch where A/c is held _____ Date : _____

Name			
Cust ID		A/c No.	

(tick whichever is applicable)

1. Kindly arrange to issue me / to my authorized representative –

- Cheque Book – [] Regular [] Payable at Par [] 20 leaves [] 50 leaves
- *Duplicate Statement of Account for the period: from _____ to _____
- TDS Certificate for the period: from _____ to _____
- Duplicate Deposit Confirmation Advice (DCA) for Term Deposit of Rs. _____
- placed with you on _____ *(date)*
- *Balance Confirmation Certificate as on _____ *(mention date).*
- *Interest Certificate for the period: from _____ to _____
- *Signature Verification / Photograph Attestation on _____
(mention name of the document on which attestation is required)
- *Photocopy/ies of old records viz. _____

(give full particulars here)

**charges apply.*

2. I / We opt for [] Passbook [] Statement of Account

Signature(s) – to be signed as per operating instructions in the Account.

Signature of Bearer / Authorised Representative

FOR OFFICE USE ONLY

Signatures Verified		Action Taken:	
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Date: _____ Signature(s) of Bank Officials _____

Acknowledgement to Customer (tick appropriately)

Name	Cust ID
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Received request for [] Cheque Book [] Duplicate Statement [] TDS Certificate [] Duplicate DCA [] Balance

Conf. Certificate [] Interest Certificate [] Sign/Photo Attestation [] Old Records [] Others (specify) _____

Signature / Date Receipt Stamp

All customer deliverables shall be sent only at the customer address recorded with the bank.



DEVELOPMENT CREDIT BANK LTD.

24 Hour Customer Care Centre: 3281 1322 Website: www.dcbl.com Email: customercare@dcbl.com