

Dormant Account Activation Form

Branch/Sub Branch: _____

Date: _____

Account Holder's Information (Customer's Physical Presence is **MANDATORY**)

Account Title: _____

Account No:

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The Manager,

I/We would like to **active** the above-mentioned account, which became “Dormant” due to the following **reason**:

From now on, I/We intend to operate the account regularly. I/We also hereby request you to accept withdrawals & deposits in this account on my/our behalf. Appreciate your earliest arrangement for allowing me/us to operate the above account with immediate effect.



**** Signature of 1st Accountholder**

**** Signature of 2nd Accountholder**

For Service Outlet use only: **Following documents/information are checked & confirmed:**

- Valid **NID**/Passport copy, if not available/updated in system/Finacle; (NID to be Verified from Election Commission Server)
- Valid **Passport** copy [only for **Probashi** accounts/ Non-Resident (**NRB**) customer as part of CDD/KYC review]
- Address** checked & confirmed (if address changed, please conduct CPV/MCPV) Customer's **physical presence** confirmed
- Personal & Account Information, Email & Contact Number are checked & updated in system (if changed, enclose SDC form)
- Astha** Enrolled (as applicable) Updated **Profession/Income documents** obtained (if required) - please enclose KYC form.
- Obtain updated **Trade License** and other related documents with KYC form (as applicable for **Business Account**)
- UN Sanction Screening** of the Customer, Beneficial Owner &/ all Signatories, Directors/Shareholders (as applicable)
- An amount to be deposited into customer's a/c before sending the forms to Ops

Modified By (Signature with Seal/PIN)

Verified By (Signature with Seal/PIN)

For Operations use only:

- Account is activated in due process Supporting Documents checked & found ok (if attached)

Note: KYC review (if required). High Risk accounts are periodically reviewed after one year; therefore, if a high-risk account is “dormant”, the client needs to undergo KYC/CDD obligation as per bank's policy before dormant status is lifted. Other than high risk account requirement of CDD/KYC completion before dormant status is lifted will follow five years cycle. Relevant documents are required at the time of KYC review.

Confirmed by Signature with Seal/PIN

Date