



## Procedure for activation of Dormant/inoperative Accounts

The customer has to visit any of the branches of Canara Bank with any of the **OVD(Officially Valid Document)s** for identity and address proofs(self-attested) along with a recent passport size photograph for the activation of inoperative/dormant accounts. Fresh Specimen signature card should be submitted if there is any change in the customer's signature.

### List of OVDs (Identity and Address proofs) can be:

- Aadhaar Card,
- Driving License
- Passport
- Voter's Identity Card issued by the Election Commission of India
- Job Card issued by NREGA signed by a State Government official.
- letter issued by the National Population Register containing details of name and address.

Along with OVD, PAN card / Form60(Those who do not have a PAN card can fill Form 60 under the Income Tax act Rules, 1962.) to be submitted.

Customer Request letter for activation of dormant/inoperative accounts is attached herewith:

**CUSTOMER REQUEST LETTER**

[For Savings & Current A/c (Proprietorship) customers only]

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To:

The Branch Manager

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ BRANCH

Dear Sir/Madam,

My A/c No. \_\_\_\_\_ Customer Id : \_\_\_\_\_

Phone / Mobile No. \_\_\_\_\_ E-mail Id. \_\_\_\_\_

Kindly update my Permanent Account Number in your records: PAN

(enclose proof of PAN)

**DORMANT ACCOUNT REACTIVATION**

I/We, holders of Account Number \_\_\_\_\_ request you to activate my / our Account which is in dormant status. I/ We understand that a financial /Non financial transaction is mandatory to maintain the active status of the account.

Please find the following documents for activation of my/our dormant Account

a) Documents submitted for KYC Compliance.

\_\_\_\_\_

b) Passport size Photograph

c) Specimen signature card

d) PAN/Form60

**OTHERS (Please specify):**

\_\_\_\_\_

**SIGNATURE OF THE CUSTOMER/S**

**For Branch Use:**

**Please affix Date Seal with time here**

We confirm that all the requests of the customer/s are addressed	Verified
Signature of the attending Officer/Manager	Signature of Branch-in-charge/Sr Manager /manager

\_\_\_\_\_ cut here \_\_\_\_\_

**ACKNOWLEDGEMENT**

We acknowledge having received customer request letter from \_\_\_\_\_  
(full name) A/c No. \_\_\_\_\_ for reactivation of dormant account

Sl.No. \_

Please affix date seal with time

Signature of the Officer

Internal