

PART A

PURPOSE LETTER FOR LARGE CASH DEPOSIT / WITHDRAWAL

Date:

The Manager,
Citibank N.A.,
_____ Branch

Request for Cash **Withdrawal** **Deposit** (Please tick appropriately)

Account No :

Account Name :

Amount in figures :

Amount in words :

PAN Number :

PLEASE SPECIFY PURPOSE / SOURCE OF CASH WITHDRAWAL / DEPOSIT

Purpose of Cash Withdrawal:

- | | |
|--|--|
| <input type="checkbox"/> Purchase of jewellery /wedding related expenses | <input type="checkbox"/> Purchase of raw materials |
| <input type="checkbox"/> Hospitalisation expenses | <input type="checkbox"/> Purchase of Land / Property - Please specify if land/property is |
| <input type="checkbox"/> Travel / Hotel related expenses | <input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Residential |
| <input type="checkbox"/> Salary/ wages payment | <input type="checkbox"/> Construction / Renovation of property |
| <input type="checkbox"/> Freight payment | <input type="checkbox"/> Any other purpose [Please specify] |

Purpose of Cash Deposit:

- Cash collection from Restaurants / Shops / Showrooms / Retail outlets
- Sale of Fuel / Diesel
- Cash withdrawn earlier being deposited as funds not utilized

Account No :

Bank Name :

Date of withdrawal :

Purpose of earlier withdrawal :

- Sale of land / property: Please specify if Land / Property is
- Agricultural Commercial Residential
- Any other purpose (Please specify)

Thanking You,
Yours Sincerely,

(Signature of Authorised Signatory/Account holder)

For Bank use only: (Not to be filled by Customer)

FOR CASH DEPOSITS ≥ RS.50,000.00, CHECK AVAILABILITY OF PAN AND IF IT IS OPERATIVE/ FORM 60. FOR LARGE CASH WITHDRAWALS, SEEK PAN FROM CUSTOMER, IF NOT ALREADY AVAILABLE, ELSE REASON FOR NOT HAVING PAN SHOULD BE OBTAINED.

Please tick as applicable for this transaction:

- PAN No. collected / available on system and Operative. (Validated)
- Form 60 collected
- Form 49(A) collected along with Form 60 if customer has applied for PAN

Details of customer KYC: (To be completed by RM/SRM/BOSH/BM)

Transaction in line with customer profile: Yes No

If No, please provide details:

Transaction reviewed / approved by : _____

BM / BOSH

PART B

CUSTOMER PROFILE UPDATE FORM (LARGE CASH TRANSACTIONS)

ACCOUNT DETAILS:

Account Name:

Account Number:

For Entities:

Registration number:

(CIN for companies and any other registration number for non-companies)

Registered office Telephone No : Registered office Fax :

Mailing office Telephone No : Mailing office Fax :

Mobile Number :

Communication Address:

Line 1

Line 2

Line 3

City State: PIN Code:

Registered Address:

Line 1

Line 2

Line 3

City State: PIN Code:

Email address:

PAN:

FOR AUTHORIZED SIGNATORIES / HOLDERS OF ACCOUNT(S):

Authorized Signatory 1 / Holder 1 Name:

Account Operated as: Account holder Authorized signatory Proprietor Director Partner

Father / Spouse name:

Date of Birth*: PAN:

Gender: Male Female Others Nationality: Indian Foreign National

Telephone: Fax: Mobile^:

Email:

Identity document*:

Type (eg: passport) : Document number :

Issued by : Place of issue (if any) :

Residential Address**:

Line 1

Line 2

Line 3

City PIN: State: Country:

Permanent Address** (for individuals) :

Line 1

Line 2

Line 3

City PIN: State: Country:

Occupation:

Place of Work (Employer Name):

* Please carry original document alongwith a self-attested photo-copy as proof for verification by a Citibank representative.
 * Officially Valid Proofs are- valid passport with address page / Aadhaar Card (not mandatory)/ Voter ID Card / Driving License / Job Card Issued by NREGA duly signed by an Officer of the State Government.
 ^ Kindly note that updating an overseas contact number in a domestic account is not permitted. In case an overseas contact number is updated in a domestic account, we will be unable to service on the updated number.

Authorized Signatory 2 / Holder 2 Name: _____

Account Operated as: Account holder Authorized signatory Proprietor Director Partner

Father / Spouse name: _____

Date of Birth*: _____ **PAN:** _____

Gender: Male Female Others **Nationality:** Indian Foreign National

Telephone: _____ **Fax:** _____ **Mobile^:** _____

Email: _____

Identity document*:

Type (eg: passport) : _____ Document number : _____

Issued by : _____ Place of issue (if any) : _____

Residential Address:**

Line 1 _____

Line 2 _____

Line 3 _____

City _____ PIN: _____ State: _____ Country: _____

Permanent Address (for individuals) :**

Line 1 _____

Line 2 _____

Line 3 _____

City _____ PIN: _____ State: _____ Country: _____

Occupation: _____

Place of Work (Employer Name): _____

Authorized Signatory 3 / Holder 3 Name: _____

Account Operated as: Account holder Authorized signatory Proprietor Director Partner

Father / Spouse name: _____

Date of Birth*: _____ **PAN:** _____

Gender: Male Female Others **Nationality:** Indian Foreign National

Telephone: _____ **Fax:** _____ **Mobile^:** _____

Email: _____

Identity document*:

Type (eg: passport) : _____ Document number : _____

Issued by : _____ Place of issue (if any) : _____

Residential Address:**

Line 1 _____

Line 2 _____

Line 3 _____

City _____ PIN: _____ State: _____ Country: _____

Permanent Address (for individuals) :**

Line 1 _____

Line 2 _____

Line 3 _____

City _____ PIN: _____ State: _____ Country: _____

Occupation: _____

Place of Work (Employer Name): _____

Declaration (Mandatory):

I/We hereby declare that all details provided in this form are true and correct and supported by valid documents enclosed with this form. I/We accept and agree that this declaration shall be in addition to any other declaration provided by me/us with respect to the facilities provided by Citibank. I/We understand that service requests for change in above demographic details are processed at an account holder level. Accordingly, any new information that I share through this form along with requisite documents shall be updated across linked products held with the bank where I am an account holder. In the event of any discrepancies, I/We will not hold the bank responsible for any loss or damages arising. I/We agree, acknowledge and accept that this request for updatation will be completed subject to verification by Bank as it deems fit and, in this regard, the Bank may seek additional documents/information from me/us.

Mobile Number Declaration:

I confirm that the said mobile number is held by me and is not in use by any other third party (including family members and close relatives) and if I change my mobile number, I undertake that I will duly and promptly inform the Bank and execute any document/process as required by Bank to change my mobile number on Bank's records. I understand that all transaction alerts, bank-initiated SMS communications and OTP will be sent on the mobile number submitted by me. I/We shall not, under any circumstances hold Citibank liable for any frauds, losses, damages or difficulties, whatsoever, I/we may be subjected to in case my mobile number as updated on Bank's records is incorrect or used by a third party.

[Signature Line]

[Signature Line]

[Signature Line]

Signature (1st Holder/Signatory)

Signature (2nd Holder/Signatory)

Signature (3rd Holder/Signatory)

Acknowledgement Slip

We acknowledge the receipt of customer profile form from Mr/Mrs/Ms/M/s _____ related to the account number _____.

Date: [][] [][] [][] [][] [][] [][] [][]

[Signature Line]

Bank official (Sign and Stamp)

For CitiBank N.A. _____

FOR BANK USE ONLY (Not to be shared with Customer):

Instruction received by : Mail / Representative In Person
Complete set of originals received : Yes No
IDs sighted (details) : ID Type: _____ ID Number: _____
Customer met in person by : (1) Name: _____ Signature: _____ Emp. ID: _____
(2) Name: _____ Signature: _____ Emp. ID: _____
Signature Verified by : Name: _____ Signature: _____ Emp. ID: _____
Callback details (if applicable) : Customer spoken with:
: Date & Time: _____ Number called: _____
Note pad updated on: : Date: _____

VER 1.1/CPU FORM/LCT/WPC/01-23