

REQUEST FOR ISSUE OF DUPLICATE PASSWORD / DELETION OF USER ID / UNLOCKING OF TRANSACTION PASSWORD

(To be submitted in corporate letter head)

Annexure - 4

To
The Branch Manager, Indian Bank
..... Branch

Date

Dear Sir,

Sub: Request for issue of Duplicate Password / Deletion of Password / Unlocking of Transaction password

Ref: Our CIF No. **Corporate User ID**

I/We, the authorized person/s of M/s.
(Name of the Corporate) for the CNB facility provided by Indian Bank, request the following:

1. Issue of Duplicate Password for the following User IDs :

No.	Name of the User	Existing User ID	Reasons for request	Signature of the user

2. Deletion of User IDs for the following Users:

No.	Name of the User	Existing User ID	Reasons for deletion

3. Unlocking of Transaction Passwords for the following Users :

No.	Name of the User	Existing User ID	Reasons for request	Signature of the user

Please issue duplicate passwords / delete user IDs / Unlock Transaction Passwords as per the above request and inform us.

Thanking you,

Yours faithfully,

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(Authorized Person/s as mentioned in latest Board Resolution/Mandate, dt.....)

For Branch Use

Verified the signature/s of Authorized persons available with the Bank's records and informed the modifications to be made, to Project Office, through IP on (date)

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ABM / Branch Manager