

Date:

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DD MM YYYY

The Branch Manager,

B/o....., (Application Submitted branch)

Subject: Dormant Activation Request/ Dormant Account no.

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Dear Sir / Madam,

I/We request you to activate our/my/above Account number in the name of _____ held at _____ branch.

The reason for non-operation in the account is _____

My contact & other information such as income/annual transactions has not changed.

As my contact details & information has changed, please find the below CIF

I / We enclose herewith following documents –
Copy of Citizenship/ Passport/ NID and Address proof document (if applicable) i.e.;;
Mobile verification proof.

I/ We also understand that a financial transaction is mandatory to maintain active status of the account. In case I /we fail to carry out any financial transaction as per the rules from date of activation the account, Bank have right to change the status of my / our account to Dormant restricting transactions and channel access.

Authorized Signatory

Company seal, if any.

Note: Above document have been obtained Verified with

----- for Bank use only -----

Recommended by (BDCO)

Name:
GPA/GDA no.
Date:

Application receiving branch

Approved by

Name:
GPA/GDA no.
Date:

(Parent Branch)

- *Documentary evidence of new residential proof shall be required, if last address furnished to the Bank could not be contacted earlier. Further if applicant can add Google plus Code as address, address verification document is not required.*

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 And email _____

My Mobile number provided shall applicable for my all applications in Everest Bank Limited such as mobile banking, debit/credit card, CASBA