



## Account Activation Form

### Dormancy Activation:

Please provide all account numbers \_\_\_\_\_ for which you wish dormancy to be removed.

I hereby enclose the below documents

**1. Provide Mandatory document (ID Proof) any one of the below**

- Passport Copy (Please note: Bank will update our system records with this passport details if found different)
- Valid Driving License

**2a. Mandatory Fund Transfer Request (Inward Transfer):**

I will initiate a Inward Fund Transfer to activate my account within 10 days post receiving a callback from Citibank.  
I authorize Citibank to contact me on my registered contact details.

OR

**2b. Mandatory Fund Transfer Request (Outward Transfer):**

Please arrange to debit my account as per instructions below:

**Type of transfer:**  Demand Draft  RTGS  NEFT  Account to Account Transfer  Foreign Currency Telegraphic Transfer (FCTT)

**Currency of transfer:**  INR  USD  EURO  GBP  SGD  CAD  AUD

I authorize Citibank to contact me on my registered contact details for processing my instruction

**Details of Recipient (Beneficiary)**

Beneficiary Name :

Account Number :

Reconfirm Account Number :

Bank Name :

Bank City & Branch :

Purpose of Fund transfer :

For RTGS & NEFT Transfers : IFSC Code :

For Telegraphic Transfers : SWIFT Code :

For Drafts: Location to be drawn on :

For Drafts/CAD FCTT : Address :

Amount in figures:  Amount in words:

### Removal Instruction for Where about Unknown Status

I understand my account number \_\_\_\_\_ has been blocked as mail sent to me by the bank have been returned undelivered.

I hereby confirm my account address \_\_\_\_\_ current address \_\_\_\_\_ & contact details as provided earlier are correct please normalize my account

OR

My address & contact details are changed please update the same as mentioned below.

### Contact Details

Please update my/our contact details (Please provide proof^ in case of change of address)

Mailing Address:

ZIP/PIN Code:

Phone (Home) (Country code):   Phone (Work) (Country code):

Phone (Mobile) (Country code):   Email:

Country of Residence:  If Country of Residence in US, please complete Form W9 for each account holder.

I am submitting an address proof^ for my permanent residential address as I do not have an address proof for the above mentioned mailing address in my name due to

My Permanent residential address is:

ZIP/PIN Code:

**^Commonly accepted documents for proof of address: (Any one of the below)**

1. Valid Passport (With address) or 2. Valid Driving License ( With address) or 3. Documents issued by Government departments of foreign jurisdictions (for foreign Passport holder only)

VER.1.1/BAN/DORM ACT FORM/WPC/O1-23

**DECLARATION**

I/We hereby declare that all the details provided in this form are true and correct and supported by valid documents enclosed with this form. I/We agree to indemnify and keep Citibank indemnified from any loss, damage, claim, action, costs, charges and expenses which Citibank may suffer or incur as a result of any defect/misrepresentation made by me/us in the above declaration. **I/We understand that address change requests are processed at account holder level. Accordingly, my new address shall be updated across all the linked accounts held with the bank where I am an account holder.**

I/We understand and agree that the mailing address can be changed only by the primary account holder of this account and the same address shall apply for all linked accounts where he/she is the primary account holder. Please note that change in address must be signed by the Primary account holder.

~~DECLARATION FOR MOBILE NUMBER AND EMAIL ADDRESS CHANGES (if applicable):~~ .....

I/We confirm that the mobile number and email address provided in this form are mine/ours and not in use by anyone else. I/We will promptly inform the bank if and when my/our mobile phone or email address changes.

**PRIMARY APPLICANT SIGNATURE**

S  
I  
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Name: \_\_\_\_\_

**JOINT APPLICANT SIGNATURE**

S  
I  
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H  
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R  
E

←

Name: \_\_\_\_\_

Mail to : Citibank N.A., Mail Room, ACROPOLIS, 9th Floor, New Door No.148 (Old No.68), Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004.