

Request for Conversion of Inoperative account status to Operative

Date: _____

To

The Branch Manager,
Capital Small Finance Bank Ltd.,
BO: _____

Subject: Request for conversion of Inoperative Account No. _____ in the name of _____

Dear Sir,

This is to inform you that I/we could not operate my/our above said account since long and the same has become inoperative. Now I/we would like to start operations in the account and request you to convert the status of the account to operative category.

The required KYC document(s) and profile form is enclosed for your reference and record, kindly do the needful and oblige.

Thanking you.

Yours faithfully,

Signature(s) of Account Holder(s)

Name of Account Holder(s):

For Branch Use

I hereby recommend for conversion of A/c no. _____ from inoperative to operative based upon the due diligence measures and physical verification of the required documents.

Date:

Branch Head

Name:

Emp. Code:

Signatures

Maker:

Checker