

Transposition Procedure

1. Request letter signed by all the joint holders.
2. Specimen signature of all the joint holders duly attested by the Bank Manager (Format enclosed as **Annexure I**)
3. Self attested pan card copy of all the joint holders.
4. Duly filled transposition form (Format enclosed as **Annexure II**)

ANNEXURE I

To be printed on letter head of Banker
Signature Verification Letter

TO WHOMSOEVER IT MAY CONCERN

This is to Certify that (Name of the Person)..... with the Registered Address at (Address of the Person) is maintaining a Bank Account(A/c No.)..... with our Bank..... (Bank Name) at (Branch Name)..... and operating that account in the normal course of its business/activities. Mr./Ms./Mrs..... is the account holder for the operation of the account. His/ Her signature as appearing below is duly attested (as per the records available with the bank).

(Signature of the Account Holder)

(Signature of the Branch Manager)

Name: _____

Branch Name: _____

Designation: _____

Employee Code: _____

Phone No: _____

Date: _____

(Bank Seal)

