



The Eastern Railway Employees' Co-Operative Bank Ltd.

Account Opening Form Part-II

To be separately filled by each applicant (New Customer only)

10, STRAND ROAD, KOLKATA - 700 001

Date

(For Office Use only) Account No.

Branch Name :

Type of Account

Savings Bank Account (with cheque Book)

Savings Bank Account (without cheque Book)

Please tick the type of account to be opened

Details of Applicant(s)

Sole /First Holder Name :

Customer ID No. (to be filled in by Branch)

Second Holder Name :

Customer ID No. (to be filled in by Branch)

Third Holder Name :

Customer ID No. (to be filled in by Branch)

SMS Alerts on Mobile Number as mentioned in Part I

Required

Not Required

Mode of Operation

Self only

Either or Survivor

Former or Survivor

Any one or Survivor

Jointly

Specimen Signature (s)

Paste a passport size Photograph inside this Box

1st Applicant

Paste a passport size Photograph inside this Box

2nd Applicant

Paste a passport size Photograph inside this Box

3rd Applicant

Signature / Thumb impression(s) / Sole First Holder

Signature / Name of Verifying Officer

Please sign in black Ink only

Signature / Thumb impression(s) / Second Holder

Signature / Name of Verifying Officer

Signature / Thumb impression(s) / Third Holder

Signature / Name of Verifying Officer



a) **'Know Your Customer' Guideline**

Any person fulfilling account opening requirements may, upon agreeing to comply with the prescribed rules, open a Savings Bank Account, provided she/he furnishes proof of identify and proof of address as required by the Bank.

Proof of Identify	Proof of Address
1) Passport if the address differs from the one mentioned in the account opening form	1) Credit Card statement
2) Voter ID Card, if the address differs from the one mentioned in the account opening form.	2) Salary slip (with address)
3) PAN Card	3) Income tax/Wealth tax assessment order
4) Govt./Defence ID Card	4) Electricity Bill
5) ID Card of reputed Employers	5) Telephone Bill
6) Driving License	6) Bank account statement
7) Pension Payment Orders (Govt./PSUs, if the address differs from the one mentioned in the account opening Form	7) Letter from a reputed employer
8) Photo ID Card issued by Post Offices. Photo Identity card issued to bonafide student of Universities / Institutes approved by UGC/AICTE.	8) Letter from any recognized public authority
	9) Ration Card
	10) Copies of Registered Leave & License Agreement/Sale Deed/Lease Agreement may be accepted as proof of Address.
	11) Certificate issued by hostel and also, proof of residence incorporating local address. as well as permanent address issued by respective hostel warden of aforesaid University/institute where the student resides duly counter signed by the Registrar/Principal/ Dean of Student Welfare.

b) **P.S. OFFICE ID CARD COPY / PPO (1ST PAGE) COPY DULY SELF ATTESTED TO BE PROVIDED.**

Nomination & Survivorship Facility

The nomination facility is available on Savings Bank Account and the account holders are advised to avail to this facility for smooth settlement of claim by legal heirs in unforeseen circumstances. Nomination can be made in favour of only one nominee. In case they do not wish to make a nomination, the fact should be recorded on the account opening form under their full signature, Joint Account with survivorship benefit can be operated by the survivor, in such circumstances.

c) **Type of Accounts, Balance Stipulation & Service Charge**

The applicants can open an account either with cheque book facility or without cheque book. The current minimum quarterly average balances prescribed for these account types and the charges prescribed for non-maintenance of minimum balance, are available at the Branch. There is no ceiling on maximum balance in Savings Bank Account.

d) **Minor's Account**

Minors who can adhere to uniform signature and are not less than ten years old can open joint accounts with their guardians.

e) **How to Open an Account ?**

In ordinary course, applicant(s) should attend the Bank personally for completion of formalities for opening the account. They will duly fill in and sign the prescribed application form. Applicant(s) should submit two copies of his/her/their recently taken passport size photographs. Account holder's signatures must be legible and well formed. Signatures should not be in capital or block letters. Each account will be given a distinctive account number. While dealing with the Bank, this number should be invariably quoted by the account holder(s). The account holders, in their self-interest, are expected to adhere to uniform signature as per specimen recorded with the Bank while operating the accounts and addressing any correspondence to the Bank.

f) **Pass Book**

The pass book and cheque book supplied to the account holder should be kept in a safe place. The Bank will not be responsible for any loss or incorrect payment attributable to the account holder's neglect in this regard. For withdrawing cash by means of a withdrawal form, the pass book must be presented. Withdrawals using cheque forms can be effected without pass book. Deposits may be made without production of the pass book. Pass book should be got updated regularly. The Pass book will be returned to the account holder immediately after completion of the transaction duly updated. The account holders should carefully examine the entries in their pass books and draw the Bank's attention to errors or omissions, if any, Duplicate in lieu of the lost or mutilated pass book may be issued on receipt of a written request from the account holder after necessary enquiries, completion of formalities and recovery of prescribed charges. The Charges prescribed for this are available at the Bank's Branches.

g) **Change in Rules**

The Bank reserves the right to alter, delete or add to any of these Rules and service charges for which the customer will be duly notified on branch notice Board.

h) **Cheque Book**

The Bank will issue the first cheque book after completion of all formalities with regard to opening of the account free of charge. Thereafter, service charge will be charged to the customer's account. The current charges prescribed for this are available at the Bank's Branch. The account holders must use only the cheques from the cheque books issued to them by the Bank reserves the right to refuse payment of any cheques drawn otherwise. Ordinarily, Bank will not issue more than one cheque book at a time or before exhausting all or nearly all cheque leaves issued previously. Cheques must be written legibly and any alterations or cuttings should be authenticated under full signature which must conform to the specimen recorded with the Bank. Stop payment instructions in respect of cheques issued or lost can be registered with the Bank on payment of a prescribed service charge. The current charges prescribed for this are available at the Bank's Branches.



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OPERATIONS IN THE ACCOUNT

i) **General**

Savings Bank Account is essentially a facility to build up savings. Bank may close an account should it have any reason to believe that the account holder has used her/his account for a purpose for which it is not allowed.

j) **Deposits**

There is no restriction on number of deposits that can be made into the account. No deposit in cash for less than Rs. 10/- will be accepted. Cheques, drafts or other instruments drawn only in favour of the account holder will be accepted for credit of the account. Third party instruments endorsed in favour of the account holder will NOT be accepted. No drawings against accepted instruments will be normally permitted until these are realized.

k) **Withdrawals**

The account holder can withdraw money personally from her/his ordinary Savings Bank Account by using Bank's standard withdrawal form. The pass book must accompany the withdrawal form. The withdrawal form can be used only for receiving payments by the account holder himself/herself. All withdrawals must be in round Rupees only. Third part payments through the withdrawal forms are permitted only upto Rs. 5000. A letter of authority as per the prescribed format, along with the Pass Book should be sent to the Bank through an authorized representative to receive payment in case the account holder is unable to attend personally to withdraw cash from her/his account. The minimum drawing permitted per cheque form is limited to Rs. 50/- There is no ceiling on the maximum amount that can be drawn through a single cheque.

l) **Inoperative Accounts**

Account holders are advised to operate their accounts regularly. Accounts not operated are classified as inoperative after the stipulated time period of 24 months since last operative account having less than stipulated minimum balance will be charged a service charge at the end of the first year after the account is identified as inoperative and thereafter every year, if the account remains inoperative. If the balance in the account is equal to or less than the service charge, the account will be closed under advice to the account holder. The current prescribed charges in this regard are available at the Bank's Branches.

m) **Standing Instructions**

The account holder can request the Bank for effecting periodical payment by debit to her/his account.

n) **Payment of Interest**

Interest at the prescribed rate will be calculated on a daily product basis and will be credited to the account half yearly on 30th September and 31st March interest will be paid if it works out to be Rs. 1/- or more and will be rounded off to the nearest rupee. The payment of interest on Savings Bank Account is subjected to RBI directives.

o) **Transfer & Closure of Account**

Account may be transferred between branches of the Bank at the request of the account holder(s). Request for closure of account should state the reason for closure. The Pass Book, unused cheque leaves must accompany such request. Joint accounts can be closed only at the request of all such joint signatories. Service charge at prescribed rate will be recovered if an account is closed prior to twelve months of its opening. The current charges prescribed for this are available at the Bank's Branches.

Signature

1)

2)

3)