

**FOR BRANCH USE:** Branch Code: \_\_\_\_\_

Receipt Date: \_\_\_/\_\_\_/\_\_\_ Action Taken on: \_\_\_/\_\_\_/\_\_\_

Signature \_\_\_\_\_



## Letter of Authority for collecting documents

NRI-13

Account No: \_\_\_\_\_ Account Holder's Name: \_\_\_\_\_ Branch Name/Code: \_\_\_\_\_

I / We \_\_\_\_\_ <name of account holder (s)> hereby request you to please handover the following item (s) in respect of my / our above mentioned account number with your branch to Mr. / Ms. / Mrs. \_\_\_\_\_ <Name of the person who is being authorized>, who is my / our close relative \_\_\_\_\_ <please specify your relation>. His/ her **specimen signature and photograph is duly attested by me / us or he / she will submit his / her identity and address proof to you**, as ticked below.

<b>Doc 1:</b> _____	Specimen Signature of letter of authority holder	Photograph of letter of authority holder duly signed by account holder across the photograph
<b>Doc 2:</b> _____		
<b>Doc 3:</b> _____		
<b>Doc 4:</b> _____		
<b>Doc 5:</b> _____		

Identity Proof (Tick any one)	Address Proof (Tick any one)
Passport <input type="checkbox"/>	Telephone Bill (Not more than 3 months old) <input type="checkbox"/>
Voter Card <input type="checkbox"/>	Bank account statement (Not more than 3 months old) <input type="checkbox"/>
Driving Licence <input type="checkbox"/>	Electricity Bill <input type="checkbox"/>
ID card issued by post offices /public authorities/reputed employer <input type="checkbox"/>	Copy of registered leave & License Agreement / Sale Deed / Lease agreement <input type="checkbox"/>
Aadhaar Card <input type="checkbox"/>	Letter from any recognized public authority <input type="checkbox"/>
NREGA Card <input type="checkbox"/>	Ration Card <input type="checkbox"/>
PAN Card <input type="checkbox"/>	Letter from reputed employer <input type="checkbox"/>
Government / Defense ID Card <input type="checkbox"/>	Income Tax / Wealth Tax Assessment orders <input type="checkbox"/>
Photo ID Card by university <input type="checkbox"/>	Credit Card Statement (Not more than 3 months old) <input type="checkbox"/>
Pension Payment Orders <input type="checkbox"/>	Letter issued by College/School, where student resides <input type="checkbox"/>

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of 1 <sup>st</sup> Applicant	Signature of 2 <sup>nd</sup> Applicant
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### Customer Acknowledgement Copy (To be returned to the customer, if submitting it in the person)

A/c No: \_\_\_\_\_ A/c Holder Name: \_\_\_\_\_

Type of request: Letter of Authority for collecting items

Date of receipt: \_\_\_/\_\_\_/\_\_\_

Signature of authorised official \_\_\_\_\_

Branch Seal & Stamp