

BUSINESS ACCOUNT DORMANCY REMOVAL FORM

(For more than one account requested, use separate request form)

SECTION A BUSINESS AND DORMANCY ACCOUNT DETAILS			
Legal Name of the Business		Client Identification File (CIF) Number	
Dormant Account Number		Dormant Since (dd-mm-yyyy)	
Type of Account <input type="checkbox"/> Chequing <input type="checkbox"/> Savings	Account Opening Date (dd-mm-yyyy)	Last Transaction Date (dd-mm-yyyy)	Balance in the account

SECTION B OTHER ACCOUNT DETAILS (if applicable)																																					
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="10" style="padding: 2px;">Account Number</th> </tr> </thead> <tbody> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </tbody> </table>	Account Number																														<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="padding: 2px;">Type of Account</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"><input type="checkbox"/> Chequing</td> <td style="padding: 2px;"><input type="checkbox"/> Savings</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Chequing</td> <td style="padding: 2px;"><input type="checkbox"/> Savings</td> </tr> </tbody> </table>	Type of Account		<input type="checkbox"/> Chequing	<input type="checkbox"/> Savings	<input type="checkbox"/> Chequing	<input type="checkbox"/> Savings
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SECTION C SUMMARY OF DORMANCY AND EXPECTED TRANSACTIONS
Provide summary of reason for no transaction in the account and expected transactions:

SECTION D ACKNOWLEDGEMENT AND AUTHORIZATION		
I/we acknowledge notification of the status of my/our account. I/we further acknowledge that I/we have been authorized to transact on the account, including signing the request for activation of the account. Kindly change the status to active account from inactive account.		
1. Authorized Signatory Name	X Signature	Date (dd-mm-yyyy)
2. Authorized Signatory Name	X Signature	Date (dd-mm-yyyy)
3. Authorized Signatory Name	X Signature	Date (dd-mm-yyyy)
4. Authorized Signatory Name	X Signature	Date (dd-mm-yyyy)

SECTION E FOR OFFICE USE	
Prepared by:	Current risk rating of business: _____ Employee Name _____ Employee ID _____ Branch _____ X Employee Signature _____ Date (dd-mm-yyyy)
Verified by:	Employee Name _____ Employee ID _____ Branch _____ X Employee Signature _____ Date (dd-mm-yyyy)