



The A.P.Mahesh Co-Operative Urban Bank Ltd.

(Multi State Scheduled Bank)

H.O.5-3-989, III Floor, Sherza Estate, N.S.Road, Hyderabad - 500 095(A.P.)

Tel: +91(40) 23437100-103 & 105 ; 24615296-99; Fax:040-24616427

Website: www.apmaheshbank.com; Email:info@apmaheshbank.com

CUSTOMER REQUEST LETTER FOR ADDRESS CHANGE/ NEW PIN / BLOCKING OF CARD / CANCELLATION OF CARD / ISSUANCE OF DUPLICATE CARD

Name .....
Address .....
.....
.....

The Branch Manager,
The A.P.Mahesh Co-op Urban Bank Ltd
\_\_\_\_\_ Branch.
\_\_\_\_\_ (City)

ATM/Debit Card No [Grid]

Account Number [Grid]

I would like to bring the following information to your kind attention for suitable action :

[ ] I HAVE CHANGED MY COMMUNICATION ADDRESS TO (Proof to be obtained)

[Grid]
CITY PIN
TELEPHONE EMAIL-ID

- [ ] ISSUE NEW PIN (REASON: ...)
[ ] BLOCK THE CARD ( REASON: ...)
[ ] CANCEL THE CARD (REASON:...)
[ ] ISSUE DUPLICAE CARD (REASON:\_\_\_\_\_)

Card holder Signature/s

**For Branch Use**

Noted in the complaint register. RECOMMENDED for

**Blocking Card No.**

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**Cancelling Card No.**

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**Activate the Card No.**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Applicant's signature has been verified with his/her signature on record in the designated account/s

**Officer**                      **Branch Head**

Note: The original of this letter has to be sent to Customer Care Centre, retaining the copy at the branch.

**FOR HEAD OFFICE USE**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Card Blocked     | <input type="checkbox"/> Cancelled      | <input type="checkbox"/> New Card Issued |
| <input type="checkbox"/> Address modified | <input type="checkbox"/> New PIN issued |  |

**Officer**                      **Manager**

------(Tear here)-----

**CUSTOMER COPY**

Complaint No. \_\_\_\_\_  
Branch Code: \_\_\_\_\_

ATM / Debit Card No 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account No 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date:  
(Customer can contact branch or they can directly call after 7 working days to know the status of their complaint)

**Authorized Signatory**