

## **Process to Claim Funds & Reactivation of Inoperative Account**

Kindly use the below application form & visit the nearest branch of BANK OF AMERICA N.A. India along with the requisite Original KYC documents to claim the funds.

### **Basic KYC documents:**

➤ **For Individual Account:**

Latest coloured passport size photo  
Self-attested ID  
Self-attested address proof  
Self-attested PAN  
CKYC forms

➤ **For Corporate Account:**

PAN card of the company  
Certificate of Incorporation  
Memorandum and Articles of Association  
Board resolution/Power of Attorney  
KYC Application Form for Legal Entities  
Consent Letter for Legal Entities to download from CKYC.  
Registered/communication Address Proof & Principal place of business.  
Identification documents of authorized signers  
List of Directors/Details of Senior management  
Specimen Signatures of all the Authorized Signatories

For Individual and Corporate Accounts, the above-mentioned KYC documents are not the exclusive list. There may be further requirement basis the scrutiny of the account.

For any Regulatory Sanction account activation, Release order from the Regulatory authority will be an additional mandatory document along with the other KYC documents mentioned above.

Date:

To,

The Branch Manager,

Bank of America,

\_\_\_\_\_ Branch

Dear Sir,

Sub: - Application to activate the a/c \_\_\_\_\_

With reference to above, I/we request for activating my/our account. I/We confirm that I am/We are the legal owners of the monies lying to the credit of above account.

I/We hereby furnish reason for not operating my / our account for \_\_\_ years: - \_\_\_\_\_

\_\_\_\_\_.

I am / We are submitting herewith copies of documents as required under RBI's guidelines on Customer Identification Documents and as required by your bank. The originals are also enclosed for your verification.

I / we request the Bank to remit the balance available in the captioned account by the below mentioned mode:

- Demand Draft / Bankers Cheque
- NEFT / RTGS transfer: Account number: \_\_\_\_\_ IFSC Code: \_\_\_\_\_  
\_\_\_\_\_ Bank Name and Branch: \_\_\_\_\_
- Re-activation and operation of Account
- Any other mode (Please specify): \_\_\_\_\_

I / We extend my / our complete co-operation in verifying claim / credentials.

Yours faithfully,

Encl: - 1.

2.