



# Banking solutions.

The form should be signed after all details are filled.

## UPDATE OF COMPANY DETAILS ON SUVIDHA SALARY ACCOUNT

Citibank Suvidha Account No.  Employee Reimbursement Account No.

### Personal details:

Title: Mr.  Mrs.  Ms.  Dr.  Prof.  Mx.  Gender:  Male  Female  Third Gender

Name:

Company Name:

Location/City:

### Document attached as proof of employment (any one of the following)

- Corporate ID card (with validity date)
- Company offer letter (not more than 90 days old)
- Last month's salary slip
- Company Attestation (Fill 'Employer Certification' section on page 2, if selecting this option)

### Special Offers

Citibank and its affiliates offer a wide range of products and services (such as loans, credit cards, wealth management services, etc.) to meet your financial needs. Do you wish Citibank and/or its affiliates to inform you from time to time, about products and services that are hand-picked for you?  Yes  No

I understand and accept that I will be receiving information pertaining to products & services that I already have or have applied for (including, but not limited to statements, alerts, product features and benefits / usage communication) even though I may be registered for "Do not Disturb" service.

Signature of Primary Applicant

Date \_\_\_\_\_ Place \_\_\_\_\_

### Declaration

#### For non-U.S. residents

For purposes of US Federal income tax, I represent and warrant that I/we are not acting on behalf of a US Person. If my/our tax status changes or I/we become a U.S. citizen or a resident, I/we shall notify Citibank within 30 days from the date of such change. I/we have obtained, read and understood the schedule of charges as applicable to the Banking Products that I have applied for.

#### For all applicants

I expressly agree and understand that Citibank may disclose my Citibank Suvidha Salary Account number to my employer (or to such person as authorised by my employer) for facilitating banking transactions. I hereby confirm that I have submitted current employment proof.

I understand that it is my responsibility to maintain correct contact details in bank records and I will be obliged to update the same, immediately after occurrence of any change. I understand that details provided by me will be updated in both Employee Reimbursement Account (ERA) and Suvidha Account, as applicable.

I hereby authorise Citibank to transfer my above mentioned Citibank Suvidha Salary Account under my current employer as indicated in the Application Form.

Date:

Signature of Primary Applicant



### IMPORTANT POINTS TO NOTE:

PLEASE ENSURE THAT YOUR CONTACT DETAILS INCLUDING ADDRESS, E-MAIL ID AND CONTACT NUMBER ARE CORRECTLY UPDATED IN OUR BANK RECORDS.

To update your contact details:

- Log in to Citibank Online with your user ID and IPIN and choose the option 'Your Contact Details' under the 'Banking' tab. Next, select the option 'View/Edit' to update your contact details including address
- Visit any of our branches
- Please send an instruction to the following mail room address : Citibank N.A., Mail Room, No.2, Club House Road, Chennai - 600002.

(You can download the Address Update Form/Service Request Form from [www.online.citibank.co.in/customer-service/download-forms.htm](http://www.online.citibank.co.in/customer-service/download-forms.htm))

**Note:** Acceptable proofs of address are: Valid Passport/ Driver's License/ Voter's ID Card/ Aadhaar Card. For extended list of acceptable address proofs, please contact your account opening executive.

**Employer Certification** (to be filled if opting for company attestation as employment proof)

**Employer Certification:**

Monthly Net Salary (₹'000) (Please tick)  5-20  20-25  25-50  50-100  100-150  150-300  300-450  450+

Employee Name :

Employee Code/No.:  Years at current job:  years  months

We confirm that the above mentioned person is in employment with us and that the signature, monthly salary and work details of the employee as stated in this form are correct.

Name of Authorised Signatory

Date:

Signature of Authorised Signatory

**For Office Use Only**

Name of the Citibanker

Employee Code  City

Banking Account : Product Code  DMC  PAM Code  CIL Code   
Corporate Code  Branch Code  Sub-Branch Code

This is to certify that I have personally met the customer at his / her Office.  
He / She has filled up the application form and has provided the necessary documents for updation.

Signature of Citibanker

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**Acknowledgement Slip**

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

Received an application from Mr/Ms. \_\_\_\_\_ for update of company details in his/her

Suvidha Account  ERA

I have shared all the necessary Terms and Conditions pertaining to the product(s) that the customer(s) has/have applied for.

\_\_\_\_\_  
Name of the Citibanker

Date:

Signature of Citibanker