

Department of Posts

APPLICATION FOR AVAILING CHEQUE FACILITY/ISSUE FRESH CHEQUE BOOK IN POST OFFICE SAVINGS ACCOUNT

To,
The Postmaster
..... (Post Office)

(1) *(a) Please permit me/us to avail of the cheque facility in my savings account.
(b) Issue fresh cheque book for my/our PO Savings Account No.
standing open at your office with a balance of Rs. My Mobile No. is
.....

2. I/we hereby declare that I/we have read the conditions governing the facility of cheque system in the Post Office Savings Bank Accounts as laid down in relevant rule of Post Office Savings Account Rules 2019 and Appendix-II of POSB (CBS) Manual and that I/we accept all the aforesaid conditions, and such amendments thereto as may be issued from time to time, as binding upon me/us.

*3. The applicable charges (if any) Rs.....has been deposited vide receipt no.
..... dated

*4. Please send cheque book to me by registered post at the following address and deduct charges for registered post from my Savings Account :-

**5. I/we hereby submit my/our updated Identity and Address proof documents and photograph.

Date: - Signature(s) of the Depositor(s)
*strike out, if not applicable. Name of depositor(s)
** If ID, Address Proof and photograph already updated, then there is no need for fresh documents.

TO BE FILLED IN BY POST OFFICE

Certified that, Mobile number and KYC document of depositor(s) is/are updated in Finacle Application.

Cheque Book to Account No. containingCheques with

Cheque Nos.....to issued on

Initials of Counter Assistant

Signature of Postmaster

ACKNOWLEDGEMENT OF DEPOSITOR(S) FOR CHEQUE BOOK

I/we hereby acknowledge receipt of the Cheque Book containing cheques No. to
..... which I/we have counted and found correct and in proper serial order.

Date: - Signature of Depositor(s)
or

Cheque Book has been dispatched by Registered letter no. dated

Date:- Signature of Postmaster