JN Bank
We'll help you find a way!

CUSTOMER INFORMATION UPDATE TEMPLATE

Name : _____ _____
Last Name **First Name**

RIM No : _____

Account No: _____

CHANGE OF CONTACT DETAILS

	From:	To:
Home Telephone No :		
Mobile No :		
Email Address :		

Kindly accept this as authority to update your records with the above contact details.

CHANGE OF ADDRESS

Kindly update the address on your records to read the following:

	Previous Address		Current Address
Address:		Address:	

CHANGE OF NAME

Please be advised that my name has been changed as indicated below:

	Title, First Name & Middle Name(s)	Surname.
Previous Name		
	Title, First Name & Middle Name(s)	**Surname.**
Current Name		

The change of name was ocassioned by _____ **as per** _____
_____ **and dated** _____
YYYY-MM-DD

OTHER CHANGES (Please state below)

Type of change(s) to records:

From: **TO:**

I agree to hold the JN Bank Limited and its staff harmless and indemnified from and against all claims proceedings, losses, damages and expenses which may occur as a result of these instructions.

Confirmed by: _____
Signature of Member

FOR OFFICIAL USE:

Received by: **Name:** _____ **Signature:** _____ **Date:** _____
YYYY-MM-DD

Approved By: **Name:** _____ **Signature:** _____ **Date:** _____
YYYY-MM-DD

What documentary evidence did you receive to indicate changes: _____

Adjustment done on:

KYC File :	☐ Yes	☐ No
Banking System:	☐ Yes	☐ No
Other :	☐ Yes	☐ No