



THE TAMIL NADU STATE APEX CO-OPERATIVE BANK LTD.  
Old No: 233, New No: 4, N.S.C BOSE ROAD. CHENNAI -600 001.  
Phone: 044-25302300, 044-25302333 Fax: 044-25340508  
Email: tnsbank@vsnl.com, ebk@tnscbank.com  
Web: [www.tnscbank.com](http://www.tnscbank.com) , Web: [www.tnscbank.net](http://www.tnscbank.net)

**APPLICATION FOR ISSUE OF DUPLICATE PIN FOR PASSWORD LOST / FORGOTTEN /  
ADDITION OF NEW USERS AND DELETION OF EXISTING USERS - (COPORATE CUSTOMERS)**

FROM: Date: **31.10.2011**  
M/s: **Karaimedu Primary Coop Agrl cr. society Ltd** CIF No: **123456789**  
**Karaimedu. Bahoor Post.** Corp ID: **Karaim0001**  
**Cuddalore Dist. Pin: 607402** Email: **karaimedupacs@yahoo.co.in**

TO:  
The Manager / Chief Manager,  
The Tamil Nadu State Apex Co-operative Bank Ltd,

**HEAD OFFICE \_\_\_\_\_ Head Office / Branch.**

Dear Sir,

Sub: Request for issue of duplicate Password for Transaction/Login for the existing users, New Password for Transaction/Login for the new users added and deletion of the existing users requested -reg

We are the authorized persons to deal with the bank in connection with Internet banking operations for our corporate account. We request you to issue Duplicate/New pin mailer for the below mentioned users. Also delete the users as mentioned below

**1. Issue of Duplicate Password for the following User IDs :**

No.	User ID	Name of the User	Reason for Request
1	XXXXXX0001	XXXXXXXXXXXXXXXXXXXX	Forgotten
2	AAAAAA0001	XXXXXXXXXXXXXXXXXXXX	Forgotten
3	SSSSSS0001	XXXXXXXXXXXXXXXXXXXX	Forgotten

**2. Deletion of User IDs for the following Users:**

No.	User ID	Name of the User	Reason for Deletion
1	XXXXXX0001	XXXXXXXXXXXXXXXXXXXX	Left service
2	AAAAAA0001	XXXXXXXXXXXXXXXXXXXX	Retired
3	SSSSSS0001	XXXXXXXXXXXXXXXXXXXX	Transferred

**3. Addition of New Users:**

No.	Name of the authorised person	Designation	Account number	Signature
1	XXXXXXXXXXXXXXXXXXXX	Secretary	55555555	Sd _____
2	XXXXXXXXXXXXXXXXXXXX	Asst.Secretary	55555555	Sd _____
3	XXXXXXXXXXXXXXXXXXXX	Cashier/ Assistant	55555555	Sd _____

(If space provided is not sufficient, please furnish the above details in a separate sheet in the above format only)

Please issue new login/transaction passwords for new users, duplicate passwords for the existing users and also delete user IDs as per the above request and inform us. The pin mailers may be sent to us directly.

(Use the appropriate table as per the request)

Thanking you

Yours faithfully,

1) Sd/ \_\_\_\_\_

2) Sd/ \_\_\_\_\_

Name: XXXXXXXXXXXXXXXXXXXX

Name: XXXXXXXXXXXXXXXXXXXX

(To be signed by authorised person nominated by the resolution of the board of management to deal with the Bank and not the authorised signatories operating the internet banking operations)

**FOR BANK USE**

Date: \_\_\_\_\_

Verified the signatures of above Authorized persons available with the Bank's records and informed the modifications to be made to Project Office. Forwarded to project office

**Branch Manager /Chief Manager**

**PROJECT OFFICE**

Date: \_\_\_\_\_

User ID and Passwords are generated for the New/existing users and deletion is done as per the request of the corporate authorised signatories and the same are sent to Home Branch

1 \_\_\_\_\_

2 \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_