

Bank Account Transfer Applications

A. Simple / Personal Account Transfer Applications

1. Savings Account Transfer (Branch to Branch)

Subject: Request for Transfer of Savings Account to Another Branch

Dear Sir/Madam,

I request the transfer of my Savings Account from your [Current Branch Name and Address] to [Destination Branch Name and Address] due to [reason, e.g., relocation, convenience]. The account details are as follows:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Current Branch:** [Current Branch Name and Address]
4. **Destination Branch:** [Destination Branch Name and Address]

Please transfer all associated services, including [Specify services, e.g., debit card, online banking, etc.], to the new branch. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Proof of Address for the new location (e.g., utility bill)
3. Recent passport-sized photographs (if required)
4. [Any other documents as per bank requirements]

Kindly confirm the completion of the transfer process via email to [Your Email Address] or at [Your Contact Number]. Please inform me of any additional requirements.

Thank you for your prompt assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

2. Salary Account Transfer (Job/Office Location Changed)

Subject: Request for Transfer of Salary Account Due to Job Location Change

Dear Sir/Madam,

I hold a Salary Account with your branch and request its transfer due to a change in my job location. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Current Branch:** [Current Branch Name and Address]
4. **Destination Branch:** [Destination Branch Name and Address]
5. **Employer's Name:** [Employer's Name]

Enclosed are the necessary documents:

1. Copy of CNIC/Passport
2. Proof of Address for the new location
3. Employer's letter confirming the new job location or salary transfer (if required)
4. Recent passport-sized photographs (if required)
5. [Any other documents as per bank requirements]

Please ensure that all account facilities, such as [Specify, e.g., online banking, debit card], are transferred to the new branch. Kindly confirm the transfer completion via email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation in processing this request promptly.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

3. Student/Minor Account Transfer (Converted to Regular Account)

Subject: Request for Conversion of Minor Account to Regular Savings Account

Dear Sir/Madam,

I request the conversion of my Minor Account, previously operated under a guardian, to a Regular Savings Account, as I have now attained the age of majority. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Guardian's Name (if applicable):** [Guardian's Full Name]

Enclosed are the required documents:

1. Copy of CNIC/Passport (proving age of majority)
2. Proof of Address
3. Recent passport-sized photographs
4. [Any other documents as per bank requirements]

Please update the account status to a Regular Savings Account with full operational rights in my Name and include facilities such as [Specify, e.g., debit card, online banking]. Kindly confirm the conversion via email to [Your Email Address] or at [Your Contact Number].

Thank you for your assistance in this matter.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

4. Joint to Single Account (or Single to Joint) Transfer

Subject: Request for Conversion of Joint Account to Single Account

Dear Sir/Madam,

I/we request the conversion of my/our Joint Account to a Single Account (or vice versa, if applicable) due to [reason, e.g., mutual agreement, change in circumstances]. The account details are:

1. **Account Holders' Names:** [Name of Holder 1] and [Name of Holder 2]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Requested Account Type:** [Single Account in the Name of [Name] or Joint Account with [New Holder's Name]]

Enclosed are the required documents:

1. Copies of CNIC/Passport for all account holders
2. Proof of Address
3. Consent letter signed by all current account holders (for Joint to Single)
4. Details of new account holder (for Single to Joint, if applicable)
5. Recent passport-sized photographs
6. [Any other documents as per bank requirements]

Please ensure all existing facilities, such as [Specify, e.g., online banking, cheque book], are retained. Kindly confirm the conversion via email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation.

Yours sincerely,

[Full Name of Holder 1]

[Signature of Holder 1]

[Full Name of Holder 2, if applicable]

[Signature of Holder 2, if applicable]

[Your Contact Information]

[Date: August 18, 2025]

5. Ownership Transfer (Nominee / Legal Heir in Case of Death)

Subject: Request for Transfer of Account Ownership to Nominee/Legal Heir

Dear Sir/Madam,

I am writing to request the transfer of ownership of the following account due to the unfortunate demise of the account holder:

1. **Deceased Account Holder Name:** [Full Name of Deceased]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Nominee/Legal Heir Name:** [Your Full Name]
5. **Relationship to Deceased:** [e.g., Spouse, Child, etc.]

Enclosed are the required documents:

1. Death Certificate of the deceased account holder
2. Copy of CNIC/Passport of the nominee/legal heir
3. Legal Heir Certificate/Succession Certificate (if needed)
4. Proof of Address
5. Recent passport-sized photographs
6. [Any other documents as per bank requirements]

Please transfer the account ownership to my Name and retain facilities such as [Specify, e.g., online banking, debit card]. Kindly confirm the transfer via email to [Your Email Address] or at [Your Contact Number].

I appreciate your support during this difficult time.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

6. Linked Account Transfer (e.g., Moving Internet Banking/Loan Linked Account)

Subject: Request for Transfer of Linked Account Services

Dear Sir/Madam,

I request the transfer of my account, linked to [Specify, e.g., internet banking, loan account], to another branch or account due to [reason, e.g., relocation, convenience]. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Linked Service:** [e.g., Internet Banking, Loan Account No. XXXXX]
4. **Current Branch:** [Current Branch Name and Address]
5. **Destination Branch/Account:** [Destination Branch Name or Account Details]

Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Proof of Address for the new location (if applicable)
3. Recent passport-sized photographs (if required)
4. [Any other documents as per bank requirements]

Please ensure all linked services, such as [Specify, e.g., internet banking, loan repayment], are transferred seamlessly. Kindly confirm the transfer completion via email to [Your Email Address] or at [Your Contact Number].

I appreciate your prompt attention to this request.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

B. Business / Corporate Account Transfer Applications

1. Current Account Transfer (Business Shifted to Another Branch/City)

Subject: Request for Transfer of Current Account to Another Branch

Dear Sir/Madam,

Our organization requests the transfer of our Current Account to another branch due to the relocation of our business operations. The account details are:

1. **Business Name:** [Your Business Name]
2. **Account Number:** [Your Account Number]
3. **Current Branch:** [Current Branch Name and Address]
4. **Destination Branch:** [Destination Branch Name and Address]

Enclosed are the required documents:

1. Copy of CNIC/Passport of authorized signatory
2. Business Registration Certificate
3. Proof of Address for the new business location
4. Recent passport-sized photographs of the authorized signatory
5. [Any other documents as per bank requirements]

Please transfer all associated services, such as [Specify, e.g., online banking, cheque book, overdraft facility]. Kindly confirm the transfer via email to [Business Email Address] or at [Business Contact Number].

I appreciate your cooperation.

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

2. Partnership Account Transfer

Subject: Request for Transfer of Partnership Account

Dear Sir/Madam,

We, the partners of [Partnership Name], request the transfer of our Partnership Account to another branch due to [reason, e.g., business relocation]. The account details are:

1. **Partnership Name:** [Partnership Name]
2. **Account Number:** [Your Account Number]
3. **Current Branch:** [Current Branch Name and Address]
4. **Destination Branch:** [Destination Branch Name and Address]
5. **Authorized Signatories:** [Names of Authorized Signatories]

Enclosed are the required documents:

1. Partnership Deed
2. Copies of CNIC/Passport of all partners
3. Proof of Address for the new location
4. Recent passport-sized photographs of authorized signatories
5. [Any other documents as per bank requirements]

Please ensure all account facilities, such as [Specify, e.g., cheque book, online banking], are transferred. Kindly confirm the transfer via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory 1]

[Signature of Authorized Signatory 1]

[Full Name of Authorized Signatory 2]

[Signature of Authorized Signatory 2]

[Company Stamp, if applicable]

[Date: August 18, 2025]

3. Company / Institutional Account Transfer (Requires Board Resolution)

Subject: Request for Transfer of Company/Institutional Account

Dear Sir/Madam,

We, [Company/Institution Name], request the transfer of our account to another branch due to [reason, e.g., operational relocation]. The account details are:

1. **Company/Institution Name:** [Full Name of Entity]
2. **Account Number:** [Your Account Number]
3. **Current Branch:** [Current Branch Name and Address]
4. **Destination Branch:** [Destination Branch Name and Address]
5. **Authorized Signatory:** [Full Name and Designation]

Enclosed are the required documents:

1. Board Resolution authorizing the account transfer
2. Copy of CNIC/Passport of authorized signatory
3. Registration Certificate of the company/institution
4. Proof of Address for the new location
5. Recent passport-sized photographs of the authorized signatory
6. [Any other documents as per bank requirements]

Please transfer all associated services, such as [Specify, e.g., online banking, corporate banking facilities]. Kindly confirm the transfer via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company/Institution Stamp]

[Date: August 18, 2025]

4. Overdraft / Loan Linked Account Transfer

Subject: Request for Transfer of Overdraft/Loan-Linked Account

Dear Sir/Madam,

I/we request the transfer of our Overdraft/Loan Linked Account to another branch or account due to [reason, e.g., relocation, operational convenience]. The account details are:

1. **Account Holder/Business Name:** [Your Name/Business Name]
2. **Account Number:** [Your Account Number]
3. **Linked Facility:** [e.g., Overdraft/Loan Account No. XXXXX]
4. **Current Branch:** [Current Branch Name and Address]
5. **Destination Branch/Account:** [Destination Branch Name or Account Details]

Enclosed are the required documents:

1. Copy of CNIC/Passport of the account holder/authorized signatory
2. Proof of Address for the new location
3. Loan/Overdraft agreement (if needed)
4. Recent passport-sized photographs
5. [Any other documents as per bank requirements]

Please ensure all linked facilities are transferred seamlessly. Kindly confirm the transfer via email to [Your/Business Email Address] or at [Your/Business Contact Number].

Thank you for your prompt assistance.

Yours sincerely,

[Your Full Name/Authorized Signatory]

[Designation, if applicable]

[Your Signature, if submitting in hard copy]

[Company Stamp, if applicable]

[Date: August 18, 2025]

5. Merchant / Business Services Account Transfer

Subject: Request for Transfer of Merchant/Business Services Account

Dear Sir/Madam,

We request the transfer of our Merchant/Business Services Account to another branch due to [reason, e.g., business relocation, operational efficiency]. The account details are:

1. **Business Name:** [Your Business Name]
2. **Account Number:** [Your Account Number]
3. **Current Branch:** [Current Branch Name and Address]
4. **Destination Branch:** [Destination Branch Name and Address]
5. **Merchant Services Linked:** [e.g., POS, Payment Gateway, etc.]

Enclosed are the required documents:

1. Copy of CNIC/Passport of authorized signatory
2. Business Registration Certificate
3. Proof of Address for the new location
4. Recent passport-sized photographs of the authorized signatory
5. [Any other documents as per bank requirements]

Please ensure all merchant services, such as [Specify, e.g., POS terminal, payment gateway], are transferred to the new branch. Kindly confirm the transfer via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]