

### **About passbooks**

A passbook is a physical record of transactions of your account. If you have a passbook you must make sure it's regularly updated by visiting the branch.

### **Passbook terms and conditions:**

- A passbook will be provided free of charge at the time of opening of account.
- If the passbook is lost, damaged or misplaced a duplicate passbook would be issued to the depositor upon his/her written request application or mail received from registered email id.
- Charges will be recovered for duplicate passbook if applicable.
- No one should make any entry in the passbook by own.
- Insist for computer generated entries in the passbook.
- The Bank reserves the right to rectify or to correct the entries wrongly made in the passbook, without giving supporting evidence.
- Entries in the passbook should be checked and reported if any discrepancies observed.
- If no representation of any discrepant entry is received within 3 days from the updating the passbook, the bank presumes that the entries are correct and binding.
- Confirmation of transactions of the account can be obtained by presenting the passbook to any Unity Small Finance Bank branch.

### **Keeping your passbook safe:**

- Passbook is a record of transaction and shows balance of your account. It must be kept in a safe place. If you do not comply with this condition and someone misuses the same, Bank is not liable.
- Under no circumstances should you keep a visible record of your signature with your passbook.

### **Lost or stolen passbooks and unauthorised transactions:**

- If passbook is lost or misplaced, notify USF Bank immediately by call to our Customer Support on 1800 2091122 or by contacting us at any USF Bank branch by telephone or in person or send a mail through registered mail id to care@unitybank.co.in.
- If you do not, other people might misuse the information about balance and transaction details of your passbook account.

### **Fees and charges**

- We are entitled to introduce / revise charges for the issue of duplicate passbook.