

Safety Tips for Card operations

Do's	Don'ts
<p><i>PIN change</i></p> <ul style="list-style-type: none"> ✓ Please memorise your PIN and destroy the PIN mailer. ✓ Change your PIN periodically by choosing “PIN change” option. ✓ Ensure complete privacy while entering your PIN in the ATM. ✓ Use your hand or body to shield your PIN from onlookers <p><i>Cash Withdrawal</i></p> <ul style="list-style-type: none"> ✓ Enter amount only in multiples of Rs 50 or Rs 100. ✓ Collect cash immediately, else currency will be retracted into the ATM. <p><i>Deposit</i></p> <ul style="list-style-type: none"> ✓ Choose “Deposit” option. Fill challan and place it with currency notes/cheques in envelope dispensed by ATM. Seal envelope and insert in deposit slot. Retain transaction slip. <p><i>Purchases</i></p> <ul style="list-style-type: none"> ✓ Always remember to take your Card and transaction slip once your transaction is completed in a shop or hotel. <p><i>Important</i></p> <ul style="list-style-type: none"> ✓ Always note to take your card from the ATM before you leave, else card will be retracted into the ATM. ✓ Ensure that you have signed on signature panel on reverse of card. ✓ In case your card is LOST, please advise branch immediately against acknowledgement. ✓ Periodically check your statements or pass book to verify the account balance and transactions ✓ Contact your bank immediately if your card is lost, stolen or subject to fraudulent use ✓ Keep your receipts. Tear up or shred receipts before throwing them away after checking your statement. . 	<p><i>PIN change</i></p> <ul style="list-style-type: none"> ✗ Do not write your PIN on the card or keep it along with the card. ✗ Do not enter wrong PIN repeatedly; else the card will require revalidation. ✗ Do not share your PIN number with anyone ✗ Do not use birth dates, telephone numbers or simple combinations like 1234 / 4321 / 8888 / etc. <p><i>Deposit</i></p> <ul style="list-style-type: none"> ✗ Do not deposit more than forty notes. ✗ Do not use staples, pins or clips. ✗ Do not deposit coins. ✗ Do not fold currency notes and cheques. <p><i>Purchases</i></p> <ul style="list-style-type: none"> ✗ Do not let your Card out of your sight when making a purchase or at hotels and petrol stations. Ensure that the card is swiped in your presence. <p><i>Important</i></p> <ul style="list-style-type: none"> ✗ Do not allow other people to use your card. ✗ Do not allow your attention to be diverted while transacting. ✗ Do not take assistance from unknown persons to operate ATM. ✗ Do not use an ATM if it looks suspicious, it could be a skimming device. ✗ Do not expose your card to direct sunlight, magnetic fields, X-rays. ✗ Do not use cell phones while inside the ATM room. ✗ Do not allow other people to enter when you use the ATM. ✗ Do not enter ATM room when ATM is already in use. ✗ Do not litter the floor. Please use the waste paper basket.

In case you need assistance, please contact your nearest branch

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