

## Safety Tips for Card operations

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

In case you need assistance, please contact your nearest branch

(OR) Debit Card Division at Tel. No. +91 - 44 – 2851 9464, 2851 9470