SyndicateBank

HO:Manipal CO:Bangalore

Planning & Development Department

Taking Care

The care of your cheques, passbook, cards, PINs and other security information by you, is essential to help prevent fraud and protect your accounts.

Please make sure that you follow the advice given below:

a. Do not

i. keep your cheque book and cards together;
ii. keep the blank cheque leaves signed;
iii. allow any one else to use your card, PIN, password or other security information;
iv. write down or record your PIN, password or other security information.
v. Give your account details password or other security information to anyone.

b. Always

i. write clearly the name of the person you are paying the cheque to, if you send cheque through the post, it will help to prevent fraud. WE will recommend that you write such cheques for instance with carbon paper on the reverse to avoid chemical alterations.
ii. choose your new PIN carefully, if you change your PIN.
iii. memorize your PIN, password and other security information and destroy the written communication if any of the same as soon as you receive it.
iv. take reasonable steps to keep your card safe in your personal custody and your PIN, password and other security information secret at all times;
v. keep your card receipts safe and dispose them off carefully.
vi. write on the cheque the name of the account holder (ABC Bank Account – XYZ), if you are paying a cheque into a bank account. You should draw a line through unused space on the cheque so unauthorized person cannot add extra numbers or names.

c. We will advise you what you can do to protect your card/cheque book from misuse.

d. In the event your cheque book, passbook or ATM/Debit card has been lost or stolen, or that someone else knows your PIN or other security information, we will on your notifying us, take immediate steps to try to prevent these from being misused.