DEPOSITORY SERVICES



APPLICATION FOR CHANGE IN CORRESPONDENCE ADDRESS / PERMANENT ADDRESS						
Branch use only: Branch Co	ode : Ref. No.:					
I/We request you to change the address/contact details of the below account(s) as per the details given below.						
DP ID : IN3032	Client ID :					
Correspondence/Permanent Address (Address on which all your	Flat / Building / Tower / Apartment / Palace / Chamber / Mansion Street / Road / Marg / Lane / Avenue / Rasta					
communications will be sent)	Area / Landmark City PIN (Mandatan)					
Telephone No. (With STD/	Fax Number (With STD/ ISD Code) (Mandatory)					
Mobile No.	SMS Facility If not ticked, assumed 'Yes' Yes No					
Correspondence address same a						
New Correspondence/Foreign address: (In case of NRI, foreign address is mandatory) Correspondence Flat / Building / Tower / Apartment / Palace / Chamber / Mansion						
(Address on which all your communications will be sent)	Street / Road / Marg / Lane / Avenue / Rasta					
,	Area / Landmark City.					
	City (Mandatory) State Country					
	Name of the Holder Signature of the holder(s) as per the demat system					
1 st						
2 nd						
3 rd						
***************************************	***************************************					
Peter D D M M V V V V V ACKNOWLEDGMENT ACKNOWLEDGMENT						
Date: D D M M Y Y Y Y Y ACKNOWLEDGMENT						
Customer Name: Request / Ticket Number:						
Name of Bank Official : Signature of Bank Officer						

DEPOSITORY SERVICES

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Documentary Proof: (Tick ✓ below)							
Proof of Address							
1. Ration Card 2. Passport	3. Voter ID card	4. Driving License	5. Bank Statement / Pass book (not more than 3 months old)				
6. Verified copy of:							
Electricity bills (not more than 3 months old)							
Residence Telephone bills (not more than 3 n	nonths old)						
Leave and License Agreement/ Agreement for	r sale.						
7. Self-declaration by High Court & Supreme Co	ourt judges, giving the new ad	ldress in respect of their own acc	counts				
8. Document with address, issued by:							
Central/State Government and its Departmen	ts Public Sector Und	ertakings					
Statutory/ Regulatory Authorities	Public Financial In	stitutions					
Scheduled Commercial Banks	Professional Bodie	es such as ICAI, ICWAI, ICSI & E	Bar Council				
9. Aadhar Card							

Branch Checklist

1.	Customer signature(s) verified with demat system & attested by Bank official	Yes / No	
2.	Branch inward stamp and Branch code is affixed on the form.	Yes / No	
3.	All supporting documents are self attested by client /s and clearly visible (Proof of new address)		
4.	KYC documents (new address proof documents) are verified with original and attested to this effect by Bank official as "verified with original in person"	Yes / No	
5.	Address of client mentioned on form match with the address available on address proof.	Yes / No	
6.	Correction(s) on the form is authenticated by all the holders of demat account.		
7.	Validity of Telephone bill / Electricity bill / Pipelined Gas bill is not more than 3 months old from the date of submission of Change of address form.	Yes / No	
8.	Address proof of spouse is established with necessary supporting documents (passport / Aadhar Card/Marriage Certificate / Other Documents wherein both names are appearing)	Yes / No	
9.	Landmark details if mentioned, are prefixed with words such as opposite/behind/nearby etc.	Yes / No	
10.	Branch official attesting / certifying documents has put his / her signature / employee no / designation along with branch seal	Yes / No	









