

DEPOSITORY SERVICES

APPLICATION FOR CHANGE IN CORRESPONDENCE ADDRESS / PERMANENT ADDRESS

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 months old)
 - Leave and License Agreement/ Agreement for sale.
7. Self-declaration by High Court & Supreme Court judges, giving the new address in respect of their own accounts
8. Document with address, issued by:
 - Central/State Government and its Departments
 - Statutory/ Regulatory Authorities
 - Scheduled Commercial Banks
 - Aadhar Card
 - Public Sector Undertakings
 - Public Financial Institutions
 - Professional Bodies such as ICAI, ICWAI, ICSI & Bar Council

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)	Yes / No
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

Checked by:

YES TOUCH
24 x 7 Banking Services



YES TOUCH PhoneBanking Number:
1800 2000 (Toll Free for Mobile & Landlines in India)
+91 22 30993600 (When calling from Outside India)



SMS "Help" space <CUST ID>
to +91 92233 90909



Log on to our website
www.yesbank.in



Email us at
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