

(Please fill the form in **BLOCK LETTERS** only All Fields marked " " are MANDATORY)

\*Full Name of Primary Account Holder

Application Date 

D	D
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M	M
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Y	Y	Y	Y
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(Please leave one space between words For e.g.)

PREFIX	CUSTOMER NAME	A J A Y R A M M I S H R A
F I R S T	A P P L I C A N T	

**New Mailing / Correspondence Address** ( Please tick - applicable to Loans (Assets) only)  Residence  Office

For Asset relationship if the above options are left blank, then Residence address would be updated

\*Company Name /

*Flat No & Bldg Name											
*Road No./Name											
*Landmark											
*City						*PIN Code					
*State						Country					
Pan No.											

"Please mention a prominent landmark to ensure that the deliverables reach you"

**New Permanent Address**

\*Company Name /

*Flat No & Bldg Name											
*Road No./Name											
*Landmark											
*City						*PIN Code					
*State						Country					

"Please mention a prominent landmark to ensure that the deliverables reach you"

**CONTACT DETAILS :**

* Tel (R)	I / S T D - N U M B E R	* Tel (O)	I / S T D - N U M B E R	Ext.
* Email ID				
* Mobile	91			

Address of Communication ( Applicable to Demat Account only)  Mailing/Correspondence Address  Permanent Address

( If the above option is left blank permanent address would be updated by default )

Relationship Name	Account No(s)
Savings Account / Term Deposit / Individual Current A/C.	Customer ID: <input type="text"/> Account Number <input type="text"/> Proof of address to be mandatorily submitted with the form.
Loan Against Securities A/c No.	<input type="text"/> Proof of address to be mandatorily submitted with the form.
Loan Account (Please write Loan agreement No. & tick the type of loan)	L. Agreement No.1 <input type="text"/> *PL / AL / TW / OTH (PI specify _____) L. Agreement No.2 <input type="text"/> *PL / AL / TW / OTH (PI specify _____) L. Agreement No.3 <input type="text"/> *PL / AL / TW / OTH (PI specify _____) Proof of address to be mandatorily submitted with the form. <span style="float: right;">*Personal Loan /Auto Loan / Two Wheeler / Other</span>
Credit Card Number	<input type="text"/> <input type="text"/> (The address change request will be incorporated only if requested by the primary card holder)
Demat Account	Client ID : <input type="text"/> DP ID : <input type="text"/> Trading Account No : <input type="text"/> It is mandatory to provide the proof of the new mailing / new permanent address to effect an address change for the DEMAT account. Nominee's Address also to be changed as per the New Mailing / Correspondence Address Yes ( ) No ( ) Default is NO

### Customer Copy

### Instructions Overleaf

Please quote this reference no. for any future communication.

Date: 

D	D	M	M	Y	Y	Y	Y
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#### Acknowledgment

We acknowledge receipt of your address change request for the following products:

<input type="checkbox"/> S. A / T.D / Individual C.A	<input type="checkbox"/> Credit Card	Branch Officer Name:
<input type="checkbox"/> Demat A/C	<input type="checkbox"/> Trading A/C No.	EMP Code:
<input type="checkbox"/> PL / AL / TW / Other Assets Loan	<input type="checkbox"/> Loan Against Shares	Date:                      Branch:

Address Changes as requested for would be effected in the Bank's records within a maximum of 7 days from the date of receipt. Any document / communication sent by the Bank during the next 7 days would be despatched to the existing / present address recorded with the Bank. Should you require any further assistance, you may kindly access the following link [http://www.hdfcbank.com/common/customer\\_center.htm](http://www.hdfcbank.com/common/customer_center.htm) to contact us.

Signature of Bank official

This section is applicable to Demat Accounts only.

Name of the Holder (In case of jointly operated accounts & Demat account ONLY all the account holders must sign)	Signature and attestation (Sign as per Bank s record)
1st	
2nd	
3rd	
Signature of the Holder / Representative - Visiting the branch in front of Bank / DP official	Attestation by Bank / DP official
	Name: _____ Employee Code: _____ Signature: _____ Bank Branch Seal

**Authority Letter**

I / We hereby authorize Mr. / Ms \_\_\_\_\_ whose signature is attested below to submit the Change of address request and documents pertains to DP ID \_\_\_\_\_ & Client Id \_\_\_\_\_ / Trading Account No. \_\_\_\_\_  
 Signature of Authorized Representative \_\_\_\_\_

**Attested by:**

Signature of Demat Account Holders: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

**DECLARATION**

I / We declare confirm and agree:

- HDFC Bank reserves the right to reject the request for address change for one or more of the products / services.
- I / We understand that it is my / our responsibility to inform HDFC Bank within 15 days in event of any change in address as mentioned herein and to provide further information as may be required by HDFC Bank.
- I confirm that I have the necessary authority / mandate from all the joint account holders to sign this declaration on behalf of myself and all the joint account holders for all the products and services as mentioned herein.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**To Be Filled in By HDFC Bank official**

Date of receipt _____ Sourcing Branch Name _____ Branch Code _____ Customer signed in my presence. Name: _____ Employee Code : _____ Signature : _____	Verified that the account is operated singly or by either / any one or survivor Signature / A/c. No Verified / Address Changed Verified Signature of Bank Staff : _____ Emp Code: _____ Date of account Opened : _____ Receipt At CPU: Date of Receipt _____ Signature of Bank Staff _____ Emp Code _____ Date of Address Change _____
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**General Instruction:**

- Address change will be effected only if the first holder / first applicant remain same across all the products and services.
- In case of Demat account the request has to be signed by ALL the holders
  - Photo ID is required for all the Account Holders
  - At least one of the holders of the Demat account to visit the bank's branch. In case the request is sent through an authorized representative, his / her signatures should be duly attested by ALL the holders of the demat account.
  - Address Proof (for New Address) is required for the Sole / 1st A/c Holder. (In case the address proof filled by the customer for both correspondence and permanent then address proof is required for both the addresses.)
  - For COA request submitted through a representative (not the Demat A/C Holder) Customer Self-attested ID + Address Proofs, Authority Letter in favour of the Representative & Representative's Photo ID  
Please note that the trading account holder should be the first holder in the Demat and Bank Account.
  - Letters related to change of address are not accepted as we have the prescribed form which fulfils the regulatory requirement. For CDSL accounts the format is prescribed by them and non acceptance of the same in that format is viewed as non compliance.
  - You may kindly note down the email id's of our demat grievance cell(s) as follows:
    - Depository Services : [dphelp@hdfcbank.com](mailto:dphelp@hdfcbank.com)
    - Online trading in securities / E Broking : [customercare@hdfcsec.com](mailto:customercare@hdfcsec.com)
- Address change on Corporate guarantee credit cards are done only through the corporate authorised signatory through corporate cards team