



**Valid Proof of Address: -**

Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Latest Flat Maintenance bill/ Insurance policy or Latest Insurance premium receipt. Aadhar Card, Utility bills like Telephone Bill (only land line), Electricity bill or Pipelined Gas bill - Not more than 3 months old - as on date of receipt for document, Bank Account Statement/Passbook -- Not more than 3 months old - as on date of receipt for document. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory authority. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken. The proof of address in the name of the spouse can be accepted.

Please visit the URL <http://www.hdfcbank.com/personal/customer-centre> for query if any:-

**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	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
11.First 8 digits of Aadhaar Number on Aadhaar copy redacted by Customer.	Yes / No

Checked By:-