# **Change of Address Form**

**Demat Account / Trading Account** 



Branch Code :

Branch Inward Date:

E-11 N	Τ	· (D	 1	C 1 St	11														

Full Name (Details of 1<sup>st</sup> applicant)

I/We request you to change the address of the above account(s) as per the details given below. Please tick on the relationship for which the address needs to be changed

Demat Account	DP ID	IN	Client ID	
Trading Account				

### New Mailing / Correspondence Address:

Flat No & Building															
Name															
Road No. / Name															
* Landmark / Area															
City					Pin (	Code									
State					Cour	try									
Telephone	Res	idence				Office	9								
Mobile No									IS Fa			ES		NO	
								(De	efault	is yes	)				
Email ID															

Permanent address is same as Correspondence address . Yes ( ) No ( ) Default is YES

Further Nominee's Address also to be changed as per the address mentioned above. Yes ( ) No ( ) Default is NO

## <u>New Permanent Address: (PROVIDE ONLY IF DIFFERENT FROM CORRESPONDENCE ADDRESS. MANDATORY IN</u> <u>CASE OF NON-RESIDENT)</u>

Flat No & Buildin	g																				
Name																					
Road No. / Name																					
* Landmark / Are	a																				
City	Pin Cod							ode													
State	Country							try													
Telephone								Office	e												
Mobile No					SMS Facility YES						NO										
									(Def	fault	is yes	)									
Email ID	l ID																				
Address for Communication Correspondence Address								ess	Permanent Address												
(Default is Permanent Address)																					
Name	of the H	older							5	Signat	ignature										
1 <sup>st</sup>																					
2 <sup>nd</sup>																					
2 <sup>nd</sup>																					
3 <sup>rd</sup>																					
	r / Repres	entative	e in fro	nt of B	ank / I	DP Off	icial			Attestat	ion by l	Bank	/ DP Of	ficial w	ith en	nplyee	code.				
3 <sup>rd</sup>	· / Repres	entative	e in fro	nt of B	ank / I	DP Off	icial			Attestat	ion by l	Bank	/ DP Of	ficial w	ith en	nplyee	code.				

#### 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 the Authorised Representative	Attested by ALL the holders of the demat account
	1
	2
	3

#### **General Instruction:**

1.Atleast one of the holders of the Demat account to visit the Bank's branch. Incase the request is sent through an authorized representative,

his / her signature & his/her id proof should be duly attested by ALL the holders of the demat account.

2. This request has to be signed by **ALL** the holders of the Demat Account.

3.Please note that the trading account holder should be the first holder in the Demat and Bank Account.

4.Please submit the copy of Identity and Address Proof with self attestation as per details given below alongwith the "Original" for verification.

A. Proof of identity	B. Proof of Address
Unique identification number(UID), Passport, Voter ID Card, Driving license, PAN card with photograph, Identity card/document with applicant's Photo, issued by Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities ( <b>this can be treated as valid only till the time the applicant is a student</b> ), Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks	<ul> <li>Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.</li> <li>Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill         <ul> <li>Not more than 3 months old.</li> </ul> </li> <li>Bank Account Statement/Passbook Not more than 3 months old.</li> <li>Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>The proof of address in the name of the spouse may be accepted</li> </ul>

5. You may kindly note down the email ids of our grievance cell(s) as follows: **Depository Services** : dphelp@hdfcbank.com Online trading in securities / E-Broking

: customercare@hdfcsec.com