NSDL Change of Address Form Demat Account / Trading Account

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	Name of the Holder									Signature of the holder(s) as per the Demat system																			
1 st																													
2 nd																													

Attestation by Bank Official with Bank seal, Sign, Employee code

3rd

Valid Proof of Address: -

Individual:

Passport/ Driving license/ Proof of possession of Aadhaar number/ Voter's Identity Card issued by Election Commission of India/ Job card issued by NREGA duly signed by an officer of the State Government/ letter issued by the National Population Register containing details of name, address, or any other document as notified by the Central Government in consultation with the Regulator.

Non- Individual:

Registered Lease or Sale Agreement of Residence / Latest Flat Maintenance bill/Utility bills like Telephone Bill (only land line), Electricity 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.

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 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. In case Aadhar card copy is submitted by the customer as address proof documents, please obtain the Aadhaar Consent Declaration from the respective account holder/s	Yes / No

Checked By:-

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