



Branch code _____ Branch inward date _____

HDFC Securities DP Account Details Addition / Modification / Deletion Request Form**HDFC Securities Limited, DP Operations team, I Think Techno Campus, Building B – Alpha, Office floor 8, Opp. Crompton Greaves, Kanjurmarg (E). Mumbai – 400042
CDSL DP ID – 12086700, 12095000**

Application No.		Date	D	D	M	M	Y	Y	Y	Y
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Please fill all the details in Block Letters in English
(HDFC Securities DP account only)

HDFC Securities DPID								Client ID								HDFC Securities Trading ID							

Account Holder's Details	
Name of First / Sole Holder	
Name of Second Holder	
Name of Third Holder	

- ☐ I/We request to carry out the change of correspondence/permanent address / signature in the demat account
- ☐ I/We request to carry out the change of address / signature in the KRA and demat account

I/We request you to make the following additions / modifications / deletions to my/our account in your records.

DETAILS (Please specify change of correspondence/permanent address, dividend bank / debit bank detail, telephone number, sub status (Specify Holder/s) etc.)	Addition / Modification / Deletion (Please specify)	Existing Details	New Details

Attach an Annexure (with signature(s)) if the space above is found insufficient.

	First/Sole Holder	Second Holder	Third Holder
Name			
Signature			

===== (Please Tear Here) =====

Acknowledgement Receipt

Received Account Details Addition / Modification / Deletions request as per details given below:

Application No.		Date	D	D	M	M	Y	Y	Y	Y
DP ID										
Name of First / Sole Holder										
Name of the Second Holder										
Name of the Third Holder										
Modification requested for: [Specify reason]										

Depository Participant Seal and Signature

HDFC Securities Limited (DP)

Checklist

- 1) Holder(s) should clearly specify the change type in Details column i.e Correspondence and Permanent address, Debit Bank and Dividend Bank details, Mobile no, Email id etc.
- 2) Holder(s) should clearly specify whether it is a Modification or Addition or a Deletion request in the Addition/Modification/Deletion column.
- 3) Holder(s) should clearly mention the Existing details and New details on the Modifications form. In case of Bank account Modification, Bank Account number, Bank Name, IFSC code and MICR code should be mentioned for both Existing and New Bank Account.
- 4) Signature and name of all holders is mandatory under Signature and Name block.
- 5) In case of address modification, self attested and OSV done Address proof should be attached along with form. In case of Bank Account modification, personalized cancelled cheque or latest 6 month signed and stamped bank statement should be attached along with the form.

Other Details	*Gross annual income(₹) (Income range per annum) ☐ Below Rs. 1 lac ☐ Rs. 1 lac to 5 lacs ☐ Rs. 5 lacs to 10 lacs ☐ Rs. 10 lacs to 25 lacs ☐ More than Rs. 25 lacs OR Net worth (₹) as on date D D M M Y Y Y Y Net worth should not be older than one year									
	Occupation details (please tick any one below and give brief details) ☐ Public Sector ☐ Private Sector ☐ Government Service ☐ Employer Name ☐ Business ☐ Professional ☐ Agriculturist ☐ Retired ☐ Student ☐ Housewife ☐ Designation Others (please specify) _____									
	Brief Details _____ Please tick, if applicable ☐ Politically Exposed Person (PEP) ☐ Related to a Politically Exposed Person (PEP)									

Are you a tax resident of any country other than India ? ☐ No ☐ Yes, then please fill below									
City of Birth					Country of Birth				
Address for Tax purpose (please tick) ☐ Same as Mailing Address ☐ Same as permanent Address									
Country/(ies) of Tax Residency #Tax Identification Number (TIN)%Nationality / CitizenshipIdentification Type (TIN or Other%, please specify) 1. 2. 3. 4. 5.									

A. IMPORTANT POINTS

1. Self attested copy of PAN card is mandatory for all clients.
2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
3. If any proof of identity or address is in a foreign language, then translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent address are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted
10. For opening a minor's account with Depository Participant or Mutual Fund, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
11. PEPs are individuals who are or have been entrusted with prominent public functions by a foreign country, including the Heads of States/Governments, senior politicians, senior government or judicial or military officers, senior executives of state-owned corporations and important political party officials
12. Copy of cancelled cheque leaf/ pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted.
13. Demat master or recent holding statement issued by DP bearing name of the client.
14. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.

B. PAN is mandatory, but no longer an Official Valid Document (OVD) as Proof of Identity

Under PMLA guidelines Permanent Account Number (PAN) is no more listed as an Official Valid Document (OVD), however basis SEBI circular no. MRD/DoP/Cir-05/2007, PAN is still a Mandatory document to be provided by the investor for opening a Demat and Trading Account.

Also, Central KYC Registry (CKYCR) notification dated January 10, 2020 & July 07, 2020 towards revision & implementation of KYC template for Individuals to align it with the extant PMLA requirements.

C. Proof of Identity (POI): List of documents admissible as Proof of Identity:

Officially Valid Documents (OVDs) under terms of Rule 2 (d) of Prevention of Money-Laundering (Maintenance of Records) Rules, 2005 (PML Rules) are as listed below

1. Passport
2. Driving Licence
3. Proof of possession of Aadhaar number
4. Voter's Identity Card

5. NREGA Job Card duly signed by an officer of the State Government
6. Letter issued by National Population Register containing demographic details
7. Any other document as notified by the Central Government in consultation with the Regulator.

D. Proof of Address (POA): List of documents admissible as Proof of Address:

(*Documents having an expiry date should be valid on the date of submission.)

1. Passport
2. Driving Licence
3. Proof of possession of Aadhaar number
4. Voter's Identity Card
5. NREGA Job Card duly signed by an officer of the State Government
6. Letter issued by National Population Register containing demographic details
7. Any other document as notified by the Central Government in consultation with the Regulator.

E. Exemptions/clarifications to PAN

(*Sufficient documentary evidence in support of such claims to be collected.)

1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim.
3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
4. SIP of Mutual Funds upto Rs 50,000/- p.a.
5. In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

F. List of people authorized to attest the documents:

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.

G: List of Disability Impairment (Code Details)

- | | | |
|---------------------------|------------------------|------------------------------------|
| 1 Blindness | 8 Mental Illness | 15 Speech and Language Disability |
| 2 Low Vision | 9 Muscular Dystrophy | 16 Multiple Sclerosis |
| 3 Hearing Impairment | 10 Parkinson's Disease | 17 Specific Learning Disabilities |
| 4 Locomotor Disability | 11 Acid Attack Victim | 18 Chronic Neurological Conditions |
| 5 Leprosy Cured | 12 Sickle Cell Disease | 19 Autism Spectrum Disorder |
| 6 Cerebral Palsy | 13 Hemophilia | 20 Dwarfism |
| 7 Intellectual Disability | 14 Thalassemia | |

Important:

The Bank/ Securities staff carrying out the IPV should:

1. Sign in the place provided for "Signature of Authorised Signatory" within the box "For Office USE Only" on the KYC Form and
2. Affix the OSV stamp along-with the signature on the relevant supporting documents pertaining to Proof of Identity & Proof of Address.

APPLICATION FOR ACCOUNT OPENING/ MODIFICATION USING AADHAAR / E-KYC FOR CUSTOMERS NOT OPTING FOR DBT

(1) The Branch Manager, _____ branch.

(2) The Branch Manager, _____ branch.HDFC Securities Limited (“HSL” which term shall include its successors and assigns)

UDN NO																				Date		__ / __ / ____									
DP ID										DP Account										HSL Trading A/c											

Subject: A) Aadhaar - informed consent

1. I voluntarily opt for Aadhaar OVD KYC or e-KYC or offline verification, and submit to the Bank/HSL my Aadhaar number, Virtual ID, e-Aadhaar, XML, Masked Aadhaar, Aadhaar details, demographic information, identity information, Aadhaar registered mobile number, face authentication details and/or biometric information (collectively, “**Information**”).
2. I am informed by the Bank/HSL, that:
 - (i) submission of Aadhaar is not mandatory, and there are alternative options for KYC and establishing identity including by way of physical KYC with officially valid documents other than Aadhaar. All options were given to me.
 - (ii) For e-KYC/authentication/offline verification, Bank/HSL will share Aadhaar number and/or biometrics with CIDR/UIDAI, and CIDR/UIDAI will share with Bank/HSL, authentication data, Aadhaar data, demographic details, registered mobile number, identity information, which shall be used for the informed purposes mentioned in 3 below.
3. I authorise and give my consent to the Bank/HSL (and its service providers), for following informed purposes:
 - (i) KYC and periodic KYC process as per the PML Act, 2002 and rules thereunder and RBI guidelines, or for establishing my identity, carrying out my identification, offline verification or e-KYC or Yes/No authentication, demographic or other authentication/verification/identification as may be permitted as per applicable law, for all accounts, facilities, services and relationships of/through the Bank/HSL, existing and future.
 - (ii) collecting, sharing, storing, preserving Information, maintaining records and using the Information and authentication/verification/identification records: (a) for the informed purposes above, (b) as well as for regulatory and legal reporting and filings and/or (c) where required under applicable law;
 - (iii) enabling my account for Aadhaar enabled Payment Services (AEPS);
 - (iv) producing records and logs of the consent, Information or of authentication, identification, verification etc. for evidentiary purposes including before a court of law, any authority or in arbitration.
4. I understand that the Aadhaar number and core biometrics will not be stored/ shared except as per law and for CIDR submission. I have downloaded the e-Aadhaar myself using the OTP received on my Aadhaar registered mobile number. I will not hold the Bank/HSL or its officials responsible in the event this document is not found to be in order or in case of any incorrect information provided by me.
5. The above consent and purpose of collecting Information has been explained to me in my local language.

B)Consent for Aadhaar details, email id & mobile number validation by KYC Registration Authority (KRA)

1. I/We hereby provide my/our explicit consent that my/our Aadhaar record can be used by KRA for the specific purpose of validating / maintaining / sharing my KYC record as an audit evidence. I/We understand that I/we will have an option to request KRA for deletion of my/our Aadhaar record.
2. I/We hereby consent for receiving information from KRA through sms/e-mail on my/our registered mobile number/e-mail address.
3. I am/We are also aware that for Aadhaar OVD based KYC, my KYC request shall be validated against Aadhaar details. I/We hereby consent for sharing my/our masked Aadhaar card with readable QR code or my Aadhaar XML/Digilocker XML file, along with passcode and as applicable, with KRA and other Intermediaries with whom I have a business relationship for KYC purposes only.
4. I am / We are aware that if the QR code is not readable, then the KYC shall be placed on "Hold" by KRA. Also I/we understand that as per SEBI circular dated April 06, 2022, clients whose KYC records are not found to be valid by KRA after the validation process shall be allowed to transact in securities market only after their KYC is validated

Name of Client	Aadhaar No (Last Four Digits only)	Signature
	* * * * *	