

Annexure

Request for Acceptance of Difference / Change in Name or Address in PAN Card / Aadhaar Card

To

The Branch Manager / Concerned Authority

[Name of the Bank/Institution]

[Branch Address]

Date: ____ / ____ / ____

Subject: Request for Acceptance of Difference or Change in Name / Address in PAN Card /
Aadhaar Card

Applicant Details:

Field	Details
Name of Account Holder(s)	_____
Account Number	_____
Client ID / Customer ID	_____
Registered Address (Current)	_____
Contact Number	_____
Email ID	_____

Details of Difference / Change Requested:

Document Type PAN Card / Aadhaar Card (Please specify)

Reason for request ☐ Name difference in PAN/Aadhaar
☐ Address difference in PAN/Aadhaar
☐ Request for change of Name
☐ Request for change of Address
☐ Others (Specify): _____

Existing Details as per Bank Records:

Name (as per Bank Record) _____

Address (as per Bank Record) _____

Details as per PAN Card / Aadhaar Card:

Name (as per PAN / Aadhaar) _____

Address (as per PAN / Aadhaar) _____

Document Number (PAN / Aadhaar) _____

Date of Issue _____

Declaration by Account Holder(s):

I / We hereby declare that the difference in _____ (Name / Address) in the PAN Card / Aadhaar Card and the records maintained by _____ (Name of Bank / Institution) is genuine and request you to kindly accept the same for all official and banking purposes.

I / We further request you to update the _____ (Name / Address) in your records as per the valid details provided above.

I / We undertake to provide any additional documents or clarifications that may be required to verify the authenticity of the above information.

I / We understand that the acceptance of this difference or change is subject to due diligence and verification, in line with your internal policies and the applicable regulatory guidelines.

Supporting Documents Attached: (Please tick as applicable)

- ☐ PAN Card copy
- ☐ Aadhaar Card copy
- ☐ Proof of Address (if address change is requested)
- ☐ Affidavit / Gazette Notification (if name change requested)
- ☐ Any other (please specify) _____

Account Holder Name:**Signature(s):**

For Bank Use Only:

Verified by: _____

Designation: _____

Date: ____ / ____ / ____

Remarks: _____

Signature & Seal of Bank Official:

Notes:

- Please submit self-attested photocopies of all supporting documents.
- Changes will be effected as per the bank's verification and regulatory requirements.
- This form is to be submitted along with a valid request letter for change or acceptance of difference in PAN / Aadhaar details.