

Modification Form

(Kindly fill the form in Capital Letters only)

SR created by : _____ Branch

Siebel Request No. _____

For Bank Use:

Customer Account Type:

☐ Wealth ☐ Privy ☐ Resident Individual ☐ Non Individual ☐ Non Resident

CRN _____ Corporate CRN _____ Date

D	D	M	M	Y	Y	Y	Y
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☐ CASA Account Number _____

☐ Demat Client ID _____ ☐ Investment Account Investment A/c No. _____

I/We

Mr./ Ms. _____ FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

Mr./ Ms. _____ FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

request you to update your records as per the details provided below.

To update

☐ Name* Mr./ Ms. _____ FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

☐ Office / Indian (in case of NRI/PIO) Address

☐ Please tick if your Office address is same as your mailing address (where all communications will be sent)

☐ Change to be done at CRN level (i.e. for all the relationships with the bank) ☐ Change to be done at above mentioned Account level

Flat Number/Building		Street/Block	
Area		Landmark	
City	Pin Code	State	Country

☐ Residence / Overseas (in case of NRI/PIO) Address

☐ Please tick if your Residence address is same as your mailing address (where all communications will be sent)

☐ Change to be done at CRN level (i.e. for all the relationships with the bank) ☐ Change to be done at above mentioned Account level

Flat Number/Building		Street/Block	
Area		Landmark	
City	Pin Code	State	Country

☐ Telephone Number ☐ Office ☐ Residence

ISD CODE	
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STD CODE	
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☐ Mode of Operation ☐ Singly ☐ Either / Survivor ☐ Jointly ☐ Anyone / Survivor

☐ Mobile Number _____

☐ E-Mail Address _____

Please sign in case

Changes required in

Mobile No/E-mail ID

Customer's Sign

(In case of the Non-individual, please provide Sign, Name & Designation with stamp of Organization)

☐ Nomination display on Net Banking & all Customer Deliverables ☐ Yes ☐ No

☐ Request to Correct Date of Birth (provide a valid age proof)

D	D	M	M	Y	Y	Y	Y
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☐ Change in maturity instructions for TD a/c number _____ (tick any one)

☐ Auto renew principal & interest ☐ Repay principal & interest ☐ Auto renew principal & pay interest

Payment instructions

☐ Credit my/our other Kotak account number _____

☐ Pay by Demand Draft payable at _____ to my/our registered mailing address on record

Request pertaining to Demat Account only

☐ Dividend A/c☐ Demat Charges☐ Bank Name

☐ Branch Name & Address

Flat Number/Building		Street/Block	
Area		Landmark	
City	Pin Code	State	

☐ Account Number

☐ MICR Number

☐ Request to Update PAN Number

☐ Debit Authorization (Authorization for debiting the CASA A/c for bank charges & undertaking for the payment of interest in case of occurrence of Debit Balances.)

I/We authorize the Bank to debit the said account for the applicable service charges payable by the below mentioned persons also:

Sr. No.	Account Holders' Name	Demat Account No.

Declaration

I/We hereby authorize the bank to debit all types of applicable bank charges/service charges payable by me/us to Said Account/s. I/We undertake that sufficient balances shall be maintained in the Said Accounts to facilitate the debiting of applicable Service Charges. The failure on part of me/us to maintain sufficient balances in the Said Account shall not in any way impair the right of the Bank to Debit the Service Charges. I/We hereby further authorize the Bank to charge any interest on Debit balance in the Said Accounts due to the debiting of applicable Service Charges.

The Bank shall not be obliged to provide overdraft facility on the Said Account but for towards the debiting of applicable Service Charges payable by us/me. I/We specifically agree and confirm that any matter or issue arising hereunder shall be governed by and constructed exclusively in accordance with the Indian Laws and shall be subject to the jurisdiction of the courts of Mumbai in India.

Signature(s)

1st Account Holder <small>(In case of Non-Individual, please provide Sign, Name & Designation with stamp of Organization)</small>

2nd Account Holder <small>(In case of the Non-individual, please provide Sign, Name & Designation with stamp of Organization)</small>

3rd Account Holder <small>(In case of the Non-individual, please provide Sign, Name & Designation with stamp of Organization)</small>

4th Account Holder <small>(In case of the Non-individual, please provide Sign, Name & Designation with stamp of Organization)</small>

(For Individual - at Account level changes, all the account holders need to sign whereas at CRN level changes, respective CRN holder has to sign. For Non-Individual, signatures as per MOP required.)

Please Note:

* To be accompanied by a copy of the gazette notification along with updated PAN Card. If the change of name is on account of marriage, an attested copy of the marriage certificate along with updated PAN Card must be submitted (Applicable for CASA accounts only).

- For change in address, please provide proof (self attested) of the new address by submitting a copy of Passport / Driving Licence / Election Card / Electricity Bill or Landline Telephone Bill, not more than 3 months old (For Demat only) and for CASA as per KYC Grid. Also for change in address request for a Demat A/c please provide valid identity proof & a copy of latest DP transaction statement along with new address proof.
- For updating PAN Number, kindly provide an original copy of PAN Card.
- Please provide an ID proof for payment through RTGS / NEFT.
- For change of bank details in case of a Demat account; proof of the new bank details are required to be submitted (attested copy of bank statement or copy of Cheque)
- Please submit separate requests for different client IDs (For Demat only)
- For Demat related requests, the form must be signed by all the account holders (For Individuals) and by Authorized Signatories as registered (For Non-Individuals).
- In case of Mutual Fund Investment, submit the "KYC Details Change Form for Individuals / Non Individuals" to KRA (KYC Registration Agency) for affecting address change and contact details change across all AMC's. Forms are available on respective AMC/KRA sites.
- In case of Mutual Fund, for any change in mode of operation, change in name, signature & Bank details, customer to give a separate request for each AMC (folio wise) to the Bank or to the AMC directly. In case of name change on account of marriage Notarized copy of Marriage certificate, Pan Card with new name and old and new signature of the investor, if so changed, attested by Bank is required. In case of name change for ING AMC a duly notarized Affidavit on Rs.50/- non judicial stamp paper confirming the name change details is required.
- For change in Mobile / E-mail Id, please provide an ID proof.
- Please note that address change at account level will be done only when you have mentioned the respective account number at the top.

For Bank Use only

Date of Acceptance

Sol ID

Signature verified by

Sign & Emp Code

Receiver's stamp

Documents sent to CPC / RPC on

Authorized by

Acknowledgement Slip

We acknowledge the receipt of Customer Modification instruction from Mr. /Mrs. / Ms _____

relating to customer relationship number _____ under service request number _____

Date: _____

Bank Official (Sign and stamp)
For Kotak Mahindra Bank Ltd., _____

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