

Contact Details:

PRE-CHECK

Following pre-check to be done before sending the requests for modification in contact details (Trading and DP accounts) to enable us to process the requests expeditiously and to avoid possible rejections.

1. Correspondence address should be in the name of client only, if it's in the name of Spouse, relationship proof is must (for e.g. Passport, Marriage Certificate) which should contain the name of your spouse.
2. If the address proof provided contains short address or old Land Mark which does not exist anymore, you can always mention famous Land Mark nearby (for e.g. above, next to, opposite to, behind etc) it will help us to deliver the correspondence to you on time.
3. Permanent address should not begin with C/o, Hostel, Shop; Office & It should be in the name of the Client only.
4. Supporting documents should be self attested (whether provided in original or photocopy)
5. Validity of supporting documents.-For e.g. bill should not be more than 3 months old (From billing date), & Documents having validity date should not be within 6 months of the expiry Date.
6. All holders are required to sign the modification request form.
7. Signatures of all the holders should match with SSL records.
8. Mobile no should be in 10 digits, Mention STD or ISD code (Whichever applicable) while mentioning the contact no.
9. Mobile No provided should not be registered in **DO NOT CALL** List

