



**APPLICATION FOR  
CHANGE IN CLIENT DETAILS**

**CLIENT ID:**

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To The Manager Karur Vysya Bank Ltd Demat Cell, First Floor 37 Whites Road, Chennai 600 014 Ph : 28518265 / 69	REQ NO.	DATE
		DP ID
		<b>I N 3 0 3 3 8 2</b>

Sub: - Change of Address / Bank Details / Nominee Address / PAN No.

**CHANGE OF ADDRESS**

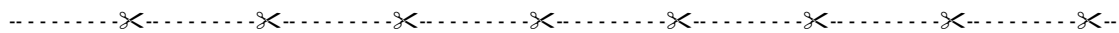
OLD CORRES / PERMANENT ADDRESS					NEW CORRES / PERMANENT ADDRESS				
PIN CODE					PIN CODE				
Tel No.					Tel No.				
E-Mail address :					E-Mail address :				
<b>CHANGE OF BANK DETAILS</b>					<b>CHANGE IN NOMINEE ADDRESS</b>				
SB/ CURRENT ACCOUNT NO									
NAME OF THE BANK									
BRANCH									
ADDRESS					PIN CODE				
PIN CODE					TEL No.				
MICR NO					E-Mail address				
Enclose a copy of the Cheque Leaf									

We hereby authorise  
 (Name)\_\_\_\_\_ sign \_\_\_\_\_  
 to convey the information to THE KARUR VYSYA BANK LTD.

SIGNATURE OF 1<sup>ST</sup> HOLDER                      SIGNATURE OF 2<sup>ND</sup> HOLDER                      SIGNATURE OF 3<sup>RD</sup> HOLDER

ACCEPTED BY (BARANCH STAMP)	FOR OFFICE USE ONLY	AUTORISED BY
	REQ CREATED BY _____	

PLEASE ENCLOSE PROPER PROOF, LATEST TRANSACTION STATEMENT AND PROOF OF IDENTITY FOR NECESSARY UPDATION ( PLEASE SEE OVERLEAF FOR DETAILS )



**ACKNOWLEDGEMENT SLIP**

CHANGE OF ADDRESS/ BANK DETAILS / NOMINEE ADDRESS / PAN NO

CLIENT ID	DATE	BRANCH SEAL
DP.ID <b>IN303382</b>		

**FOR CHANGE IN ADDRESS FOLLOWING ARE THE GUIDELINES :**

Please note that NSDL vide Circular dated 7<sup>th</sup> Sep 2004 ( Circular No. NSDL/2004./2622) has laid down the following guidelines:

- A) A written application for change of address from the client ( in case of joint Holdings, all holders must sign the application) .
- B) **PROOF OF IDENTITY** ( Copy of any one of the following documents)
  - 1. Passport
  - 2. Voter ID Card
  - 3. Driving License
  - 4. Pan Card with photograph
  - 5. Identity Card/ document with applicants photo issued by:
    - (a) Central /State government and its departments
    - (b) Statutory /Regulatory Authorities
    - (c) Public Sector Undertakings
    - (d) Scheduled Commercial Banks
    - (e) Public financial Institutions
    - (f) Colleges Affiliated to Universities (this can be treated as valid only till the time applicant is a student)
    - (g) Professional Bodies such as ICAI, ICWAI, Bar Council to their members.
    - (h) Credit Cards/ Debit Cards issued by Banks (with photo)
- C) LATEST TRANSACTION STATEMENT OF THE ACCOUNT RECEIVED FROM THE PARTICIPANT:
- D) **PROOF OF NEW ADDRESS** (Copy of anyone of the following documents along with the original documents of the new address)
  - 1. Ration Card
  - 2. Passport
  - 3. Voter ID Card
  - 4. Driving License
  - 5. Bank Pass Book
  - 6. Verified copies of
    - a) Electricity Bills (Not more than 2 months old)
    - b) Residence Telephone Bills (Not more than 2 months old)
  - 7. Self –Declaration by HIGH court & Supreme Court judges, giving the new address in respect of their own accounts
  - 8. Identity Card/ Document with address, issued by:
    - a) Central / State government and its departments ,
    - b) Statutory/ Regulatory Authorities
    - c) Public Sector Undertakings
    - d) Scheduled Commercial Banks
    - e) Public Financial Institutions
    - f) Colleges Affiliated to Universities (this can be treated as valid only till the time the applicant is a student )
    - g) Professional Bodies such as ICAI, ICWAI, Bar Council to their members.
- E) The client should personally visit the office of the Participant where the client maintains and operates his/her account and submit the application for change of address. However, in case the client expresses inability personally visit the office of the participant, the application for change of address along with other documents can be submitted through an authorised representative, whose identity the participant must verify.
- F) **FOR CHANGE IN BANK DETAILS FOLLOWING ARE THE GUIDELINES:**
  - 1) Request letter signed by all the holders
  - 2) Bank Pass Book / Bank attestation/ Bank cheque copy for MICR (ECS) Mandate.
- G) **FOR CHANGE IN NOMINATION ANNEXURE JA TO BE SUBMITTED**  
(Note: Nomination without NRN No. (Nomination Registration No) is INVALID.