



Integrated

TOTAL FINANCIAL SOLUTIONS PROVIDER

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Mutual Funds | Company Deposits | Bonds | Demat | Share Broking | Insurance | Corporate Services | Tax Related Services

IN300441/ IN301313/ IN300757

CLIENT ID:

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Courier Ref. No.

Branch Ref. No.

H.O. Ref. No.

Sub: Requisition for the change of Address / Bank Details

I/We request you to incorporate the change of Address / Bank Details in your records as given below. I / We also declare that the particulars given by me/us are true to the best of my/our knowledge as on the date of making this request, and confirm that the mobile connection is in my/our name and used by me/us.

Address Details :

(TO BE FILLED IN CAPITAL LETTERS)

Date:

Existing Address (As registered with us)		New Address Local / Correspondence (Future communications will be sent to this address only)							
Bldg. Name:									
Door No.:									
Street:									
Area:									
City:	PIN			PIN					
Telephone									
Mobile No. (Mandatory)					SMS Facility		Yes		No
Email ID (Mandatory)									
Update the new address to nominee also						Yes		No	

Bank Details :

Existing Address (As registered with us)		New Bank Details							
Bank Account No. & Type:									
Bank Name:									
Bank Branch:									
Bank Address:									
Locality:									
City									
PIN CODE:									
MICR CODE:									

Name(s) of the Holder(s)	Signature of the Holder(s)

Note: Holder(s) authentication is required if any correction is made in the request.

Enclosures Mentioned Overleaf

Documents required for change of address

Change of Address request will have to be submitted along with the following documents:

- a) Proof of Identity _____ (to be written by the client)
- b) Transaction Statement of his/her account received from us.
- c) Proof of New Address _____ (to be written by the client)

1. PROOF OF IDENTITY (anyone of the following)

- a. Photocopy of valid Passport with photograph
- b. Photocopy of Voter ID with photograph
- c. Photocopy of valid Driving License with photograph
- d. Photocopy of PAN card with photograph

2. PROOF OF NEW ADDRESS: (anyone of the following)

- a. Photocopy of Ration Card
- b. Photocopy of Valid Passport
- c. Photocopy of Voter ID
- d. Photocopy of Valid Driving License
- e. Photocopy of Bank Passbook duly attested by Bank Manager/ Bank Statement (not more than 2 months)
- f. The passbook / statement should be of the same bank registered in the demat account.
- g. Photocopy of Electricity Bill (not more than 2 months old)
- h. Photocopy of Residence Land Line Telephone Bill (not more than 2 months old)

DOCUMENTS REQUIRED FOR CHANGE IN BANK DETAILS

Change in Bank details request will have to be submitted along with the following documents:

- 1. Photostat copy of the front page of your Bank Pass-book with residential address same as in the Demat account.
- 2. Photocopy of the Cancelled Cheque leaf (or) Cancelled Original Cheque Leaf.

NOTE: ANY CHANGE IN ADDRESS OR CHANGE IN BANK REQUEST WILL TAKE 7 WORKING DAYS FOR REGISTRATION AT OUR END.

DP USE ONLY	
Name of the verified Official:	
Emp. ID & Date	
Branch Seal & Signature of the verified official:	