



# The Surat People's Co-op. Bank Ltd.

Estd : 1922

DP ID : IN300845

Scheduled Bank

Demat Department : 'Vasudhara', Parsi Sheri, Navapura, Surat - 395 003.  
Tel.: (+ 91-0261) 245 8428 / 245 8431 / 245 8436 / 245 8437 e-mail : dp@spcbl.in

## Change of Account Details (Address/Contact Number/Email ID)

(Please fill the details in BLOCK LETTERS in English)

Application No. \_\_\_\_\_

CLIENT ID: \_\_\_\_\_

Date: \_\_\_\_\_

Account Holder's Details:

		PAN			
Name of First/Sole Holder					
Name of Second Holder					
Name of Third Holder					

Please tick (✓) whichever is applicable:  I/ We request you to carry out the change of Address in the demat account.  
 I/ We request you to carry out the change of Address in the KRA & demat Account.

I/We request you to make the following changes to my/our account in your records.

Please tick (✓) the details to be change:

<input type="checkbox"/> *Change of Address (Refer Note1)	<input type="checkbox"/> Correspondence Address	<input type="checkbox"/> Permanent Address	<input type="checkbox"/> Both Address
<input type="checkbox"/> *Change of Mobile No. / Landline No. (Refer Note 4)	<input type="checkbox"/> Change of Email ID		

**Note 1: a. Identity Proof is compulsory with a request to Change Address.**

b. Photo copy of any one of the following documents needs to be submitted: Passport, Driving License, Bank Passbook or Statement (Not more than three months old) alongwith cancelled cheque, Ration Card, Voters ID, Electricity Bill / Telephone Bill (Not more than three months old), Leave and License Agreement/Agreement for Sale, Flat Maintenance Bill, AADHAAR card. (Computer generated/printout of Bank Statement on plain paper should be attested (signed and stamped) by the authorized official of the bank mentioning the name and designation of such authorized official.)

c. Copies of all the documents submitted along with application should be self-attested by client.

**Note 2:** We require the original request letter with hard copy of any of the above mentioned proof documents.

**Note 3:** If a client has signed authorisation letter for receiving password via SMS then on submission of application for change of mobile number, client will receive all SMS for trade confirmations/passwords and any communication sent by IIL on the new number.

**Note 4:** Following proofs are mandatory for the change/Add of Mobile no/Landline no. which should be self attested:

\*Mobile bill for last two months OR identity proof i.e. PAN card, Voters Id.) In case where bill cannot be provided.)

\* If the mobile no. doesn't belong to the client then it should belong to any family member whose address on the mobile bill is same as the address of the client mentioned in the identity proof. Prepaid connections in such cases will not be entertained.

\*Incase of newly activated number letter from the Mobile Service provider registered can be accepted as a proof.

EXISTING DETAILS	NEW DETAILS
Old Address :	New Address :
City :	City :
State :	State :
Pin Code :	Pin Code :
Old Email ID :	New Email ID :
Old Mobile / Landline No. :	New Mobile / Landline No. :

"I/We do hereby solemnly declare that the details herein above submitted by me/us is/are true to my/our own knowledge."

Attach an Annexure (with signature(s) if the space above is found insufficient.

	First/Sole Holder	Second Holder	Third Holder
Name			
Signature			

• For DP use only •

Instruction ID : \_\_\_\_\_ Release Date : \_\_\_\_\_

Maker Name : \_\_\_\_\_ Checker Name : \_\_\_\_\_

### Acknowledgment Receipt

Date: / /

Received Account Details Addition/Modification/Deletions request as per details given below :

The Surat Peoples Co-op. Bank. Ltd.	DP ID IN300845	Client ID : _____
Name of First/Sole Holder		
Name of Second Holder		
Name of Third Holder		
Modification requested for:(Specify reason)		

Depository Participant Seal and Signature