

## REQUEST FORM – CHANGES /UPDATES IN DETAILS OF MEMBER

I/We jointly/ on behalf of entity \_\_\_\_\_, a primary share holder under  
Reg. no. \_\_\_\_\_ holding \_\_\_\_\_ shares hereby request for below updated changes to be made in  
my/our/entity shareholdings with the Bank.

### 1. CHANGE OF NAME

Reason for Change: General/ Marriage /Divorce

FROM	
TO	

### 2. UPDATE PAN & COMMUNICATION DETAILS

Communication Address:												
PAN :		Mobile :										
Email :												

### 3. CONSOLIDATION OF FOLIOS

TARGET FOLIO. (Reg. no. to be kept)

1.	2.	3.	4.	
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### 4. ADDITION /DELETION OF NAME (applicable for individuals only)

Request type	Addition of 2nd holder	Deletion of holder
NAME		

### 5. NOMINATION ADD/CHANGE DETAILS

Name of nominee & Relation	Relation

### 6. DUPLICATE SHARE ISSUANCE

Distinctive no. from	Distinctive no. to

### 7. CHANGE OF MANDATE (BANK DETAILS FOR CREDITING DIVIDEND OF SHARES)

Bank	Account Type : Savings / Current
Branch	MICR
CBS account number	IFSC

Remarks:

- Note:
- Requests of Institutions to be supported by board resolution (BR) on letterhead of the company/ letterhead of the partnership firm.
  - For nomination and/or consolidation request, ALL JOINT HOLDER SHOULD SIGN.
  - Applicable KYC & requisite documents as per request/s to be submitted at branch for review & verification.
  - Old certificate will stand cancelled and New certificate will be issued for Change of name/Consolidation/Addition/Deletion/Duplicate Issuances.

Date:

SIGNATURE OF SOLE/JOINT HOLDER/INSTITUTION WITH RUBBERSTAMP

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### BRANCH RECOMMENDATION

Branch SOL		Branch Name:		CIF Id details:	
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Necessary documents available on records / submitted by member for review are found to be genuine AND self-attested verified copies by branch officials of KYC will be provided as and when requested.	Document Submitted/Available
Original Share Certificate/s (mandatory - For Change of name/Consolidation/Addition/Deletion/Duplicate Issuances)	
Board resolution supporting service request on letterhead for limited companies (mandatory)	
Change of name – Marriage Certificate / Gazette copy /Divorce Decree/MCA site copy for Limited companies.	
Update of communication Address – Aadhaar copy & consent /Driving License / Passport/ Voter ID/Rent agreement copy	
Addition of 2nd holder – KYC Documents of the joint holder (to be added)	
Deletion of Holder - Attested copy of Death Certificate (on account of death – if applicable)	
Duplicate Share Issuance 1. Indemnity bond in Bank's format stamped & notarized / Request letter 2. A minimum of 15 days' public notice in one english newspaper and one vernacular language newspaper & No Claim Certificate from advocate after the publication. (In Case of Non-Individual)	
Change of Mandate/Unclaimed dividend – Cancelled Cheque /Acct statement /1st page of Passbook of the Concerned Bank	

Name				Name			
Officer / ABM	Emp id			Officer / ABM	Emp id		