

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 (Folios to be merged)

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

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

Request type	Addition of 2 nd holder	Deletion of holder
NAME		

5. NOMINATION ADD/CHANGE DETAILS

Name of nominee		Relation	
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6. DUPLICATE SHARE ISSUANCE

Distinctive no. from		Distinctive no. to	
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7. CHANGE OF MANDATE (BANK DETAILS FOR CREDITING DIVIDEND OF SHARES)

Bank		Account Type : SB / CA / OD / TL / CC
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.
 - Members who redeem the shares before March 31st will not be entitled to any dividend pay-outs for the financial year

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 2 nd 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 /1 st page of Passbook of the Concerned Bank	

Name		Name	
Officer / ABM	Emp. Id	ABM / BM	Emp. Id
Sign here		Sign here	