**RESIDENT & NON RESIDENT:**

**Change of Address docs:(branch attestion & self attestion required on provided proof of documents)**

(1) Application Form duly signed by sole / all joint holders.

(2) KYC Application For Individual (KYCAF-I)

(3) KYC Documents. (Not required if client is already KYC complied)

(4) Proof of new address. Documents Acceptable as Proof of Address are as follows:

1. Passport (which is valid)

2. Driving License (which is valid)

3. Voter’s ID Card

4. Aadhaar Card

In Account Maintenance form address has to be mentioned in permanent address as Correspondence Address will be of custody only.

**If it infeasible to carryout ‘in-person’ verification of NRI produce all Photocopies of the KYC documents and Pan card is attested by any of the entities viz; Notary Public, court, Magistrate, Judge, Local Banker (having branch in India), Indian Embassy / Consulate General of the country where NRI is residing [outside India] apart from self attestation.**

**CORPORATE :  
Change of Address docs: (3 Copy's) (branch attestion & self attestion required on provided proof of documents)**

(1) Application Form duly signed by sole / all joint holders.

(2) KYC Non individual Form

(3) KYC Documents (Not required if client is already KYC complied)

(4) Proof of new address. Documents Acceptable as Proof of Address are as follows:

**a) Utility Bills (Not more than 3 months old as on date of receipt of documents)**

**b) Bank Account Statement / Passbook (Not more than 3 months old as on the date of receipt of documents)**

**c) Form 18 with ROC challan**

In Account Maintenance form address has to be mentioned in permanent address as Correspondence Address will be of custody only