

## APPLICATION FOR CHANGE OF ADDRESS / BANK DETAILS / BRANCH

**The Branch Head**  
**Axis Bank Limited**

Dear Sir / Madam,

I / We request you to make the following changes in my / our Demat account No.   
PAN No.   
DOB

- 1. Please note change in Permanent address and / or telephone number(s) as follows:**

[illegible][illegible]

	Pin		Phone	
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[illegible][illegible][illegible]

- 2. Please note change in Correspondence address as follows:**

[illegible][illegible][illegible]

New Correspondence Address:

[illegible]

		Pin			Phone	
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- 3. Please note Dividend Bank Details as follows:**

**Bank Name and Address:**

[illegible]

	Pin		MICR Code	
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[illegible]

Type of Account: SB / CURRENT / CC / OD IFSC Code:

- 4. Direct Debit of charges to my bank account:**

I / We hereby authorise you to debit the DP charges of my above mentioned Demat account from my following Bank

**Account Number:**

Please note that 15- digit Axis Bank Account Number is mandatory for direct debits

- ### 5. Transfer of account to another branch:

Please transfer my / our above mentioned Demat account from your \_\_\_\_\_ branch to \_\_\_\_\_ branch

Holder	Name	Signature
First / Sole		
Second		
Third		

<b>For Branch use only: (Please tick ( ✓ ) whichever is required</b> ( ) <u>Branch Transfers:</u> All Dues of the above-mentioned client are cleared.	<u>Signature of Branch Officer</u>	Branch Stamp
( ) <u>Direct Debit of Charges</u> Client signature verified with signature in saving A/c	<u>Name of Branch Officer</u>	
( ) <u>Change of address</u> We have verified the self attested copy of proof of address with original	<u>Employee Number</u>	

For Documentation requirements, please see next page.

## **Documentation required for processing Account Modification requests:**

### **➤ Change of Address:**

- (1) Application Form duly signed by sole / all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) KYC Application Form-Individual (KYCAF-I) or KYC Application Form-Non-individual (KYCAF-NI)
- (3) KYC Documents as per point A or B of Circular No. RBP/DS/3/2014-15 dated 4th November 2014 (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. Ration Card
  5. Registered Lease or Sale Agreement of Residence
  6. Insurance Copy (Policy / Premium Paid Receipt of LIC or any IRDA / PFRDA Registered Insurance Company)
  7. Utility Bills (Not more than 3 months old as on date of receipt of documents) like
    - Telephone Bill (only landline and not Fixed Wireless or Mobile Phone)
    - Electricity Bill
    - Gas Connection Bill (LPG / Piped Gas) or Gas Bill of Piped Gas with Address
  8. Bank Account Statement / Passbook (Not more than 3 months old as on the date of receipt of documents)
  9. Aadhaar Letter issued by Unique Identification Authority of India (UIDAI), Government of India
  10. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
  11. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks / Scheduled Co-Operative Bank / Multinational Foreign Banks / Elected representatives to the Legislative Assembly / Parliament / Documents issued by any Govt. or Statutory Authority.
  12. Identity card / document with address, issued by any of the following:
    - Central / State Government and its Departments
    - Statutory / Regulatory Authorities
    - Public Sector Undertakings
    - Scheduled Commercial Banks
    - Public Financial Institutions
    - Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members

### **➤ Change in Mobile Number / Telephone Number:**

- (1) Application Form duly signed by sole/all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) KYCAF-I or KYCAF-NI
- (3) KYC Documents as per point A or B of Circular No. RBP/DS/3/2014-15 dated 4th November 2014 (Not required if client is already KYC complied)
- (4) The mobile number should be of 10 digit
- (5) Proof of mobile / telephone number is not required
- (6) Branch must verify the signature
- (7) If the client wants to have / continue to have SMS Alert Facility please obtain additionally Form for "Registration for SMS Alert Facility"

### **➤ Change of Bank Details:**

- (1) Application Form duly signed by sole / all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) Cancelled cheque leaf or Branch MICR confirmation letter with the Bank details furnished. If photocopy of cancelled cheque is attached, then it has to be verified with original by branch official with his / her signature in full, name Designation and Employee number.

### **➤ Change of Debit Bank Account Details**

- (1) Application Form duly signed by sole / all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) Branch confirmation - "Client Signature verified with signature in Savings Bank A/c"

### **➤ Change of Branch:**

- (1) Application Form duly signed by sole / all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) Branch Confirmation - "All Dues of the above-mentioned client are cleared"