



Service Request No.

Corporate CRN 

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[illegible][illegible]

### To update

Expiry Date 

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**Individual Customer** ☐ Mailing address ☐ Permanent Address

☐ Change to be done at CRN level (i.e. for all the relationships with the bank) ☐ Change to be done at above mentioned account level

☐ Change to be done at CRN level (i.e. for all the relationships with the bank) ☐ Change to be done at above mentioned account level

☐ List of CRNs of AUS for whom change in address will apply (Applicable in case of 'Change in address to be applied to specific AUS' only)

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Mobile Number  ISD CODE

Please sign in case changes required in Moble No. / E-mail ID

☐ Update PAN

Customer's Sign  
(in case of the Non-individual, please provide sign,  
Name & Designation with stamp of organization)

☐ Request to Correct Date of Birth (provide a valid age proof) 

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I/We authorize the Bank to debit the said account for the applicable service charges payable by the below mentioned person also :

[illegible]**For Bank Use only**

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Signature verified by

Sign &amp; Emp Code

Receiver's stamp

Doc

Authorized by

**Declaration:**

I / We hereby authorise the bank to debit all types of applicable bank charges / service charges payable by me / us to Said Account /s. I / We undertake that sufficient balances shall be maintained in the Said Accounts to facilitate the debiting of applicable service charges. The failure on part of me / us to maintain sufficient balances in the Said Account shall not in any way impair the right of the Bank to Debit the service charges. I / We hereby further authorise the Bank to charge any interest on Debit balance in the Said Accounts due to the debiting of applicable service charges. The Bank shall not be obliged to provide overdraft facility on the Said Account but for towards the debiting of applicable service charges payable by us / me. I / We specifically agree and confirm that any matter or issue arising here under shall be governed by and constructed exclusively in accordance with the Indian Laws and shall be subject to the jurisdiction of the courts of Mumbai in India.

I / We also undertake to intimate the bank in case of non receipt of alerts on the Mobile number / E-mail ID provided to the Bank for receipt of alerts. I / We agree that the bank shall not be held responsible for non-receipt of transaction related alert in case of a fraudulent transaction in the my / our account / s.

I / We agree that in case of non updation of Mobile Phone Number in my account, bank will restrict electronic transactions (e.g. NB, MB, E-Commerce, POS) in the account and will allow only ATM cash Withdrawals.

I have voluntarily supplied the above information which I acknowledge that the bank is required to obtain to provide its products and services to me. I have gone through the Privacy Notice published by the Bank on its website [www.kotak.com](http://www.kotak.com) and having agreed to the same I hereby give my consent in favour of the Bank to process my personal information for the purposes and in the manner provided in the Privacy Notice while I avail various products and services from the Bank.

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**Signature(s)**

1st Account Holder  
(In case of Non-Individual, please provide Sign,  
Name & Designation with stamp of  
Organization)

2nd Account Holder  
(In case of Non-Individual, please provide Sign,  
Name & Designation with stamp of  
Organization)

3rd Account Holder  
(In case of Non-Individual, please provide Sign,  
Name & Designation with stamp of  
Organization)

**4th Account Holder**  
(In case of Non-Individual, please provide Sign,  
Name & Designation with stamp of  
Organization)

**Imp Notes:**

(For Individual - at Account level changes, all the account holders need to sign whereas at CRN level changes, respective CRN holder has to sign For Non-Individual, signatures as per MOP required.)

**Please Note :**

\* To be accompanied by a copy of the gazette notification along with updated PAN Card. If the change of name is on account of marriage, an attested copy of the marriage certificate along with updated PAN Card must be submitted (Applicable for CASA accounts only).

1. For change in address, please provide proof (self attested) of the new address by submitting a copy of Passport / Driving Licence / Election Card / Electricity Bill or Landline Telephone Bill, not more than 3 months old (For Demat only) and for CASA as per KYC Grid. Also for change in address request for a Demat A/c please provide valid identity proof & a copy of latest DP transaction statement along with new address proof.
2. For updating PAN Number, kindly provide an original copy of PAN Card.
3. For change of bank details in case of a Demat account; proof of the new bank details are required to be submitted (attested copy of bank statement or copy of Cheque)
4. Please submit separate requests for different client IDs (For Demat only)
5. For Demat related requests, the form must be signed by all the account holders (For Individuals) and by Authorised Signatories as registered (For Non-Individuals).
6. In case of Mutual Fund Investment, submit the "KYC Details Change Form for Individuals / Non Individuals" to KRA (KYC Registration Agency) for affecting address change and contact details change across all AMC's. Forms are available on respective AMC / KRA sites.
7. In case of Mutual Fund, for any change in mode of operation, change in name, signature & bank details, customer to give a separate request for each AMC (folio wise) to the bank or to the AMC directly. In case of name change on account of marriage Notarized copy of Marriage certificate, Pan Card with new name and old and new signature of the investor, if so changed, attested by Bank is required.
8. For change in Mobile / E-mail Id, please provide an ID proof.
9. Please note that address change at account level will be done only when you have mentioned the respective account number at the top.

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**Acknowledgement Slip**

We acknowledge the receipt of Customer Modification instruction from Mr./ Mrs. /Ms. \_\_\_\_\_

relating to Customer relationship number \_\_\_\_\_ under service request number \_\_\_\_\_

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

Bank Official (Sign and stamp)

For **Kotak Mahindra Bank Ltd.**, \_\_\_\_\_

**Kotak Mahindra Bank Ltd. CIN: L65110MH1985PLC038137**

**Registered Office:** 27 BKC, C 27, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051. [www.kotak.com](http://www.kotak.com)