

Application No:

(DP / KYC Seal & Signature)

## **INSTRUCTIONS/CHECK LIST FOR FILLING MODIFICATION FORM**

1. Self attested copy of PAN card is mandatory for all clients in all type of change request.
2. Copies of all the documents submitted by the applicant should be self – attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorised for attesting the documents, as per the below mention list.
3. If any proof of address is in other language, then translation into English is required.
4. Name & address of the applicant mentioned on the Modification form, should match with documentary proof submitted.
5. Documents having an expiry date should be valid on the date of submission.
6. Account modification form duly signed by all the account holders.
7. DP should obtain proof of address of the first holder.
8. The following Government Proof is consider as a address proof while giving for modifying address details:
  - a) Central/State Government and its Departments
  - b) Statutory / Regulatory Authorities
  - c) Public Sector Undertakings
  - d) Scheduled Commercial Banks
  - e) Public Financial Institutions
  - f) Colleges affiliated to universities
  - g) Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their members.
9. The following modification details mentioned in Other Details option:
  - (I) New Marital
  - (ii) New Nationality
  - (iii) New Status (Resident Individual/Non Resident)
  - (iv) Net-worth
  - (v) Name, PAN, DIN / UID, residential address and photographs of Promoters / Partners / Karta / Trustees / whole time directors (Please use the annexure to fill in the details)