

APPLICATION FOR CHANGE OF ADDRESS/BANK DETAILS/BRANCH

 The Branch Head
 AXIS Bank Limited

Dear Sir,

 We request you to make the following changes in my/our Demat account no. **I N 3 0 0 4 8 4** -

 PAN No.

 DOB.:

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

 Old Permanent Address:
 Pin Phone

 New Permanent Address:
 Pin Phone

2. Please note change in Correspondence address as follows:

 Old Correspondence Address:
 Pin Phone

 New Correspondence Address:
 Pin Phone

3. Please note Dividend Bank Details as follows:

 Bank Name And Address :
 Pin

 Bank Account Number : MICR CODE

Type of account: SB/ CURRENT/ CC/ OD

Please attach a cancelled cheque leaflet as a confirmation of MICR CODE

 IFS 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

 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 | | |

| | |
|--|--|
| For Branch use only: (Please tick (✓) whichever is required) <input type="checkbox"/> <u>Branch Transfers:</u> All Dues of the above-mentioned client are cleared. <input type="checkbox"/> <u>Direct Debit of charges :</u> Client signature verified with signature in saving A/c. <input type="checkbox"/> <u>Change of address :</u> The above said client has personally visited the branch and submitted his /their Proof of Identity, Proof of New Address and Transaction Statement | Signature of Branch Officer and Branch Stamp |
| | Name of Branch Officer |
| | Employee Number |

Branch Stamp

Documents Required for Change of Address

➤ **Application Form Duly Filled and signed by All Holders**

➤ **Proof of Identity (Of Sole Holder or either of Holders Visiting the Branch and with Identifiable Photograph)** – Copy of any of the following documents duly verified with original by Branch Official with his/her Signature in full, Name, Designation and Employee Number

- 1) Passport, which is valid
- 2) Voter ID Card
- 3) Driving License which is valid
- 4) PAN Card with Identifiable Photograph
- 5) Identity Card / documents with applicant's photo issued by :
 - a) Central / State Governments and its Departments
 - b) Statutory / Regulatory Authorities
 - c) Public Sector Undertakings
 - d) Scheduled Commercial Banks
 - e) Public Financial Institutions
 - f) Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members
 - g) Photo Credit Cards / Debits Cards issued by Axis Bank only

➤ **Proof of New Address (Sole/First Holder or any of Joint Holders, whose address has to be changed)** – Copy of any of the following documents duly verified with original by Branch Official with his/her Signature in full, Name, Designation and Employee Number of Verifying official

- 1) Ration Card
- 2) Passport, which is valid
- 3) Voter ID Card
- 4) Driving License which is valid
- 5) Bank Passbook
- 6) Bank Statement of Account (refer circular no. SSD/DS/5/2009-10 dated September 4, 2009)
- 7) Electricity Bills (not more than two months old)
- 8) Residence Telephone Bills (not more than two months old)
- 9) Leave and License Agreement / Registered Agreement for sale.
- 10) Self Declaration by High Court & Supreme Court Judges, giving the new address in respect of their own accounts.
- 11) Identity card / documents with address, issued by
 - a) Central / State Government and its Departments
 - b) Statutory / Regulatory Authorities
 - c) Public Sector Undertakings
 - d) Scheduled Commercial Banks
 - e) Public Financial Institutions
 - f) Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members

Documents Required for Change of Bank Details

- Application Form Duly Filled and signed by All Holders
- 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.

Documents Required for Debit Bank Account Updation

- Application Form Duly Filled and signed by All Holders
- Branch confirmation - "Client Signature verified with signature in savings A/c."

Documents Required for Change of Branch

- Application Form Duly Filled and signed by All Holders
- Branch confirmation - "All Dues the above-mentioned client are cleared."