

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

## Modification Form (Kindly fill form in Capital Letters only)

Date D D M M Y Y Y Y	Service Request No.
Individual CRN Corporate C	CRN CRN
CASA Account Number Ir	nvestment account Investment A/c No.
Demat Client ID Credit Card Credit	Card No.
I/We	
ME MS. FIRST NAME MIDDLE NAME	LAST NAME
Ms., Ms.   First name   Middle name	LASTI NAME
Request you to update your records as per the details provided below.	
To update	
Name* Mr./ Ms. FIRST NAME MIPD	DLE NAME LAST NAME
D.O.B. DDMMYYYY	Expiry Date
Address Change	
Individual Customer	
Office / Indian (in case of NRI/PIO) Address. Please select the below options	
Please tick if your Office address is same as your mailing address (where all cor	mmunications will be sent)
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
Flat Number/Building	Street/Block
Area	Landmark
City Pin Code State	Country
Please tick if your Residence address is same as your mailing address (where al  Change to be done at CRN level (i.e. for all the relationships with the bank)  Flat Number/Building  Area  City  Pin Code  State	Change to be done at above mentioned account level  Street/Block Landmark Country  Country
Non-Individual Customer	
Change in address at Corporate CRN (Change will apply to all existing accounts  Change in address at all AUS level  Change in address to be appl  List of CRNs of AUS for whom change in address will apply (Applicable in case	lied to specific AUS only
Flat Number/Building Area	Street/Block  Langmark
City Pin Code State	Country
Telephone Number Office Residence ISD CODE	STD CODE STD
Mode of Operation Singly Either / Survivor	Jointly Anyone / Survivor
Mobile Number ISD CODE	
F Mail address	
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)
Nomination display on Net Banking & all Customer Deliverables	Yes No

Req	Request pertaining to Demat Account only: Dividend A/c Demat Charges																																											
Banl	k Name :																																					I						
Bran	nch Name & Add	ress :	В	r		a I	1	С	h		N	á	a	m	е																							I						
	Flat Number/Buil Area City	ding											Pin	Cod	e						St	ate							et/Bl				C	our	ntry									
	Account Num	ber :								Т			T				T	T									Ν	ИIC	R N	um	ıbeı	· :				T	T				Т			
	Request to Up	ndate I	ΡΔΙ	N N	lur	mh	۵r ·		Ė	T	T			Ė	T	T		Ť	T			Rec	que	st	to ı	מנו	late	e Aa	adh	aar	· [				Ť	Ť		_		T	Ť	Ť		_
Bala I/Wo	Debit Authorization (Authorization for debiting the CASA A/c for bank charges & undertaking for the payment of interest in case of occurrence of Debit Balances).  [/We authorize the Bank to debit the said account for the applicable service charges payable by the below mentioned person also:  Sr.  No.  Account Holders' Name  Demat Account No.																																											
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																																						<u>+</u>						
For	Bank Use only	v																																										
Off	Officially Valid Document (OVD) Collected: Aadhar (Post e-KYC authentication by Bank) Passport Driving License  Voter ID Others  OVD Number:																																											
OV	D Number.									_																																		
Date	e of Acceptanc	e D I	D	M	N	1	/ '	Υ	Υ	Υ																											Sc	ol II	D					
Sigr	nature verified	by						Sig	gn &	<u>گ</u> ا	Em	р (	20	de								F	Rece	eiv	er's	s st	am	р										_						
Doc	Documents sent to CPC / RPC on DDMMYYYYY  Authorized by																																											
Dec	Declaration:																																											
suffi suffi chai facil or is	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 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.																																											
gon the	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 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.																																											
Date	ee: DDM	M Y	Υ	Υ	Υ																																							

Signature(s)

## **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.

## **Acknowledgement Slip**

Ve 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)									