

Annexure 4 – Change in Key
To be signed by the New key, Existing key

To,
Kotak Mahindra Bank Ltd.,
Sub: Change in the Key for Parent ID

I/We, the undersigned are the customers of Kotak Mahindra bank and Group CRN with Parent ID < >.

I/ We request you to change the Key/ delete and change the Key as follows: (Please tick one)

Existing Key Name: _____

Existing Key CRN: _____

New Key Name: _____

New Key CRN: _____

I/We state that all other rights as were given to the existing key bearing CRN < > earlier to be re-instated to the New Key bearing CRN <>.

That I confirm and agree that New Key will act as a single point of contact for the group and shall be responsible only for the management of grouping; however Key and Associates will manage their respective accounts.

The revised group structure will be as below:

Sr. No.	CRN	Name	Parent ID (CRN of the Key)	Type	Relationship with the Key	Signature
1.				Key		
2.				Associate		
3.				Associate		
4.				Associate		
5.				Associate		
6.				Associate		
7.				Associate		
8.				Associate		
9.				Associate		
10.				Associate		

Sr. No.	CRN	Name	Parent ID (CRN of the Key)	Type	Relationship with the New Key	Signature
1.				New Key		
2.				Existing Key(Now Associate)		
3.				Associate		
4.				Associate		
5.				Associate		
6.				Associate		
7.				Associate		
8.				Associate		
9.				Associate		
10.				Associate		

Terms & Conditions of Grouping:

- One CRN has to be maintained as 'Key CRN'. The Key CRN will be the first and single point of contact for the whole group regarding management of this grouping and for any communication to the group. Addition or deletion of any CRN to the group requires the written consent of the Key CRN included the CRN being added / deleted.
- Following Relatives of the Key allowed to be grouped: Spouse, Parents, Mother / Father-In-law, Children and Son / Daughter-in-law, Grandchildren and Grandparents. Relationship is to be authenticated by the customer. No relationship proof is required.
- Non-Individual CRNs can be grouped, where any of the individual group members are in owner-ship position (proprietor, partner, director).
- Trusts, Associations, Societies, NGOs, Government bodies and Clubs cannot be grouped.
- HUF CRN can be grouped if the Karta is part of the group in the capacity of an individual or as a Karta.
- NRIs and Minors can be grouped, but cannot be the 'Key CRN'.
- Key and all Associates to be included in this letter should be valid CRN holders with the Bank.

Signature of Existing Key

Signature of New Key

Date:

Place:

For Branch Use Only			
Branch Name		Parent ID	
RM Name and Code		RM Signature	
Signature Verified By – BOM Name and Code		Signature Verified By – BOM Signature	
Siebel SR Number		Date Forwarded to RPC	