

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

Kotak Mahindra Bank

				el Reques	No.			
For Bank Use:								
Customer Account Type:								
Wealth Privy	Re	esident Indivi	dual		Non-Indivi	dual	No	n Resident
Individual CRN		Corp	orate CRN					
Telephone Number Office	Residence	ISD CODE		STD CODE				
Mode of Operation Singly	Either /	/ Survivor		Jo	intly		Anyon	e / Survivor
CASA Account Number			Investme	ent accou	<b>nt</b> Invest	ment A/c No.		
Demat Client ID	Cred	dit Card (	Credit Card No	D.				
Merchant Acquiring Services MID						TID		
I/We								
Ms./ Ms. FIRST NAME		MIDDL	NAME			LAST NAME		
Ms. FIRST NAME		MIDDLI	ENAME			AST NAME		
Request you to update your records as per the details p	provided belov	W.						
To update								
Name* Mr./ Ms. FIRST NAME			MIDDLE NAME			LAST NA	ME	
Residence / Overseas (in case of NRI / PIO) Add  Please tick if your Residence address is same a	lress / Registe				will be ser	Country nt)		
Change to be done at CRN level (i.e. for all the	e relationships	with the bar	nk)	Change t	o be done	at above mer	ntioned Acco	ount level
Flat Number/Building Area					t/Block Imark			
City Pin Co	ode		State	Latti	IIIIdik	Country		
						·		
Non-Individual Customer  Change in address at Corporate CRN (Change Change in address at all AUS level List of CRNs of AUS for whom change in address	Change in	address to b	e applied to s	pecific AU	S only	one at above applied to sp		-
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(in case of the Non-individual, please provide sign, Name & Designation with stamp of organization)

Transplace of Payment instructions for credit POS/QR settlement:    Deactivation request reason	Request to Correct Date of Rirth (provide a valid ago proof)							
Installation Address Registered Address Mailing Address    Installation Address   Registered Address   State	_ request to correct pate of birth (provide a valid age proof)	D D	M M Y Y Y	′ Y				
State   Stat	POS / Bharat QR Address Change. Please select the below of	options						
Terminal (Model) Type change: Old Terminal Type:   New Terminal Type:   TID No:	Installation Address	Registered	d Address				Mai	ling Address
Terminal (Model) Type change: Old Terminal Type:    New Terminal Type:   TID No:	Flat Number/Building			Street/E	Block			
Terminal (Model) Type change: Old Terminal Type:    New Terminal Type:   TID No:	Area			Landm	nark			
Deactivation request reason  Number 1:	City Pin Code		State			Country		
Number 1:	Terminal (Model) Type change: Old Terminal Type:	Ne	ew Terminal Ty	ype:		TID No:		
I would like to change my Kotak (Settlement/Debit) account to   IFSC Code :   IFSC Cod	Deactivation request reason							
I would like to change my Kotak (Settlement/Debit) account to I would like to change my settlement account (Other Bank A/c Details) to :  ### Seficiary Bank A/C Number	Number 1: TID N	lumber 2 :						
I would like to change my Kotak (Settlement/Debit) account to I would like to change my settlement account (Other Bank A/c Details) to :  ### Seficiary Bank A/C Number								
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Demat Charges  Name:  Ch Name & Address:  B r a n c h N a m e  Flat Number/Building  Area  City  Pin Code  State  MICR Number:  Request to Update PAN Number:  t Authorization (Authorization for debiting the CASA A/c for bank charges & undertaking for the payment of interest in case of occurrence of Debit nees).  authorize the Bank to debit the said account for the applicable service charges payable by the below mentioned person also:  Account Holders' Name  Demat Account No.	tact Person Number							
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### **Declaration:**

I/We hereby authorize 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 authorize 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 hereunder 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, ECommerce, 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 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: D D M M Y Y Y Y

## 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 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)

# **Customer Acknowledgement**

## **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 Authorized 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.
- 10 For change of bank details in case of a NEFT account; details of new bank details are required to be submitted with (cancelled copy of Cheque).
- 11. Please note that address change at terminal level will be done only when you have mentioned the respective MID / TID number at the top and address proof given.

Ack	knowledgement Slip
We acknowledge the receipt of Customer Modification instruction from	om Mr./ Mrs. /Ms
relating to Customer relationship number	under service request number
Date:	Bank Official (Sign and stamp) For <b>Kotak Mahindra Bank Ltd.,</b>