kotak

Modification Form

(Kindly fill the form in Capital Letters only)

Kotak Mahindra Bank

Date D D M M Y Y Y Y

Siebel Request No.

For Bank Use:

Customer Account Type:

☐ Wealth ☐ Privy ☐ Resident Individual ☐ Non-Individual ☐ Non Resident

CRN

Corporate CRN

☐ **CASA** Account Number

☐ **Investment account** Investment A/c No.

☐ **Demat** Client ID

☐ **Credit Card** Credit Card No.

☐ **Merchant Acquiring Services** MID

TID

I/We

Mr./ Ms. FIRST NAME MIDDLE NAME LAST NAME

Mr./ Ms. FIRST NAME MIDDLE NAME LAST NAME

Request you to update your records as per the details provided below.

To update

☐ **Name*** Mr./ Ms. FIRST NAME MIDDLE NAME LAST NAME

☐ **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 communications 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

☐ **Residence / Overseas (in case of NRI / PIO) Address / Registered Address**

☐ Please tick if your Residence address is same as your mailing address (where all communications 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

☐ Telephone Number ☐ Office Residence ISD CODE STD CODE

☐ Mode of Operation ☐ Singly ☐ Either / Survivor ☐ Jointly ☐ Anyone / Survivor

☐ Mobile Number ISD CODE

☐ E-Mail address

Please sign in case changes required in Moble No. / E-mail ID

Customer's Sign

(In case of the Non-individual, please provide Sign, Name & Designation with stamp of Organization)

☐ Update PAN

KMBL\Mar-2018\V 1.03

☐ Nomination display on Net Banking & all Customer Deliverables ☐ Yes ☐ No

☐ Request to Correct Date of Birth (provide a valid age proof) D D M M Y Y Y Y

☐ **POS / Bharat QR Address Change. Please select the below options**

☐ Installation Address ☐ Registered Address ☐ Mailing Address

Flat Number/Building | Street/Block
Area | Landmark
City | Pin Code | State | Country

☐ Terminal (Model) Type change: Old Terminal Type: New Terminal Type: TID No:

☐ Deactivation request reason _____

TID Number 1 : TID Number 2 :

Change in mode of Payment instructions for credit POS/QR settlement:

☐ I would like to change my Kotak (Settlement) account to IFSC Code :

☐ I would like to change my settlement account (Other Bank A/c Details) to :

Beneficiary Bank A/C Number Beneficiary IFSC Code

Beneficiary Bank A/C Name Branch Name & City

Beneficiary Account Type : ☐ Saving ☐ Current

Request to update the Activation of the facility : ☐ Refund ☐ Pre Auth Facility ☐ Key Entry ☐ Tip Adjustment

Request to update the Deactivation of the facility : ☐ Refund ☐ Pre Auth Facility ☐ Key Entry ☐ Tip Adjustment

Change in transaction Limit : Daily Txn Limit Per Txn Limit Monthly Txn Limit

Change in Parameter ☐ DBA Name ☐ Merchant category From _____ To _____

Activation / Deactivation of Value added Services ☐ Type of Service _____

Contact Person Name Mr./ Ms. FIRST NAME MIDDLE NAME LAST NAME

Contact Person Number

Request pertaining to Demat Account only : ☐ Dividend A/c ☐ Demat Charges

Bank Name :

Branch Name & Address : Branch Name

Flat Number/Building | Street/Block
Area | Landmark
City | Pin Code | State | Country

☐ Account Number : MICR Number :

☐ Request to Update PAN Number : ☐ Request to update Aadhaar :

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.)

I/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.

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, E-Commerce, POS) in the account and will allow only ATM cash Withdrawals.

Signature(s)

1st Account Holder (In case of Non-Individual, please provide Sign, Name & Designation with stamp of Organization)	1st Account Holder (In case of Non-Individual, please provide Sign, Name & Designation with stamp of Organization)	1st Account Holder (In case of Non-Individual, please provide Sign, Name & Designation with stamp of Organization)	1st Account Holder (In case of Non-Individual, please provide Sign, Name & Designation with stamp of Organization)

For Bank Use only

Date of Acceptance D D M M Y Y Y Y Sol ID

Signature verified by Sign & Emp Code Receiver's stamp

Authorized by

Documents sent to CPC / RPC on D D M M Y Y Y Y

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.

Acknowledgement Slip

We 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)
For **Kotak Mahindra Bank Ltd.,** _____