

Documentation required for processing Account Modification requests:

➤ Change of Address:

- (1) Application Form duly signed by sole / all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) KYC Application Form-Individual (KYCAF-I) or KYC Application Form-Non-individual (KYCAF-NI)
- (3) KYC Documents as per point A or B of Circular No. RBP/DS/3/2014-15 dated 4th November 2014 (Not required if client is already KYC complied)
- (4) Proof of new address. Documents Acceptable as Proof of Address are as follows:
 1. Passport (which is valid)
 2. Driving License (which is valid)
 3. Voter's ID Card
 4. Ration Card
 5. Registered Lease or Sale Agreement of Residence
 6. Insurance Copy (Policy / Premium Paid Receipt of LIC or any IRDA / PFRDA Registered Insurance Company)
 7. Utility Bills (Not more than 3 months old as on date of receipt of documents) like
 - Telephone Bill (only landline and not Fixed Wireless or Mobile Phone)
 - Electricity Bill
 - Gas Connection Bill (LPG / Piped Gas) or Gas Bill of Piped Gas with Address
 8. Bank Account Statement / Passbook (Not more than 3 months old as on the date of receipt of documents)
 9. Aadhaar Letter issued by Unique Identification Authority of India (UIDAI), Government of India
 10. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
 11. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks / Scheduled Co-Operative Bank / Multinational Foreign Banks / Elected representatives to the Legislative Assembly / Parliament / Documents issued by any Govt. or Statutory Authority.
 12. Identity card / document with address, issued by any of the following:
 - Central / State Government and its Departments
 - Statutory / Regulatory Authorities
 - Public Sector Undertakings
 - Scheduled Commercial Banks
 - Public Financial Institutions
 - Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members

➤ Change in Mobile Number / Telephone Number:

- (1) Application Form duly signed by sole/all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) KYCAF-I or KYCAF-NI
- (3) KYC Documents as per point A or B of Circular No. RBP/DS/3/2014-15 dated 4th November 2014 (Not required if client is already KYC complied)
- (4) The mobile number should be of 10 digit
- (5) Proof of mobile / telephone number is not required
- (6) Branch must verify the signature
- (7) If the client wants to have / continue to have SMS Alert Facility please obtain additionally Form for "Registration for SMS Alert Facility"

➤ Change of Bank Details:

- (1) Application Form duly signed by sole / all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) 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.

➤ Change of Debit Bank Account Details

- (1) Application Form duly signed by sole / all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) Branch confirmation - "Client Signature verified with signature in Savings Bank A/c"

➤ Change of Branch:

- (1) Application Form duly signed by sole / all joint holders (in case of non-individuals, duly signed by authorized signatories as per mode of operation)
- (2) Branch Confirmation - "All Dues of the above-mentioned client are cleared"