

Date

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Siebel Request No.

For Bank Use:

Customer Account Type:

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

Individual CRN

Corporate CRN

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[illegible]

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

CASA Account Number 	Investment account Investment A/c No.
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[illegible]

Merchant Acquiring Services	MID											TID								
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 I/We

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

To update

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

☐ **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

Non-Individual Customer

☐ Change in address at Corporate CRN (Change will apply to all existing accounts) ☐ Change to be done at above mentioned account only

☐ Change in address at all AUS level ☐ Change in address to be applied to specific AUS only

List of CRNs of AUS for whom change in address will apply (Applicable in case of 'Change in address to be applied to specific AUS' only)

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[illegible]

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

[illegible]

E-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)

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 in 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
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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 Organization)	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)
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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).

- 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.
- For updating PAN Number, kindly provide an original copy of PAN Card.
- 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)
- Please submit separate requests for different client IDs (For Demat only)
- 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).
- 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.
- 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.
- For change in Mobile / E-mail Id, please provide an ID proof.
- Please note that address change at account level will be done only when you have mentioned the respective account number at the top.
- 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).
- 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.,** _____

Kotak Mahindra Bank Ltd. CIN: L65110MH1985PLC038137

Registered Office: 27 BKC, C 27, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051. www.kotak.com