**Account Details Addition/ Modification/ Deletion Request Form**



**D. R. Share & Stock Brokers Pvt. Ltd.**

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Please fill all the details in **Block** Letters in English

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **UCC (Trading):** ………………… |  |
| **BO-ID (Demat):** | 1 | 2 | 0 | 5 | 1 | 7 | 0 | 0 | - | 0 | 0 | 0 |  |  |  |  |  |  |

 I/We request to carry out the change of /**address / signature in the demat account**

 I/We request to carry out the change of/**address / signature in the KRA and demat account**

I/We request you to make the following additions / modifications / deletions to my/our account in your records.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DETAILS** |  |  | **Addition/** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **(Please specify change of** |  |  | **Modification/** |  |  | **Existing Details** |  |  | **New Details** |  |  |
|  | **address, bank details,** |  |  | **Deletion** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **telephone number etc.)** |  |  | **(Please specify)** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Attach an Annexure (with signature(s)) if the space above is found insufficient.



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Gross Annual Income Details | Below 1 lac | 1- 5 lac | 5-10 lac | 10-25 lac | > 25 lac |
|  |  |  |  |  |  |

I/ We request you to send Electronic Contract Note (ECN), Electronic Transaction-cum-Holding Statement and any other communication at the above mentioned email ID

I/ We would like to share the email ID with the RTA

I/ We would like to receive the Annual Report

(Tick the applicable box. If not marked the default option would be in Physical)

I/We wish to receive dividend / interest directly in to my bank account as given above through ECS (If not marked, the default option would be `Yes’)

[ECS is mandatory for locations notified by SEBI from time to time]

Incorporate above mentioned mobile no &/or email id in CDSL’s SMS Alert Facility also

I wish to avail of the facility of internet trading/ wireless technology

|  |  |  |  |
| --- | --- | --- | --- |
|  | **First/Sole Holder** | **Second Holder** | **Third Holder** |
| Name |  |  |  |
|  |  |  |  |
| Signatures |  |  |  |
|  |  |  |  |
| **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Verification of the client signature done by |
|  |  | (Depository Participant Seal and Signature) |



**INSTRUCTIONS/CHECK LIST**

**A. IMPORTANT POINTS:**

1. Copies of all the documents submitted by the applicant should be self attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
2. If any proof of address is in a regional language, then translation into English is required.
3. Name & address of the applicant mentioned on the form, should match with the documentary proof submitted.
4. If correspondence & permanent address are different, then proofs for both have to be submitted.
5. Sole proprietor must make the application in his individual name &capacity.
6. For non-residents and foreign nationals, (allowed to trade subject to RBI and FIPB/FEMA guidelines and other applicable statutory approvals), copy of passport/ PIO Card/OCI Card and overseas address proof is mandatory.

**B. Proof of Address (POA): -** List of documentsadmissible as Proof of Address: (Note: Documents having an expiry date should be valid on the date of submission.)

1. Aadhar/ Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook -- Not more than 3 months old.
4. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/ Scheduled Co-Operative Bank/ Multinational Foreign Banks/

Gazetted Officer/ Notary public/ Elected representatives to the Legislative Assembly/ Parliament/ Documents issued by any Govt. or Statutory Authority.

1. 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.
2. The proof of address in the name of the spouse may be accepted.

**C. List of people authorized to attest the documents:**

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/ Cooperative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.

**D. Proof of Bank Details:**

1. Photocopy of the cancelled cheque having the name of the account holder where the cheque book is issued.
2. Photocopy of the Bank Statement having name and

address of the BO.

1. Photocopy of the Passbook having name and address of the BO.
2. Letter from the Bank.

\*In case of options 2, 3, 4 above, MICR code of the branch should be present / mentioned on the document.

**E. Demat Proof:** Demat master or recent holdingstatement issued by DP bearing name of the client.