

For Bank Branch use only

I have verified the proof of identity of the person(s) submitting the form and I am satisfied that the person(s) who has/have signed in my presence is/are the account holder(s).

Name of authorizing official Signature

Enclosures

A. Proof of identity in case of change of signature(s)

The client(s) must visit the DP's office and produce valid proof of identity. Copies of proof of identity must be attested and verified with the original documents and submitted to the bank.

Any one of these documents is considered as a valid proof of identity:

- Unexpired Passport
- Voter ID Card
- Unexpired Driving License
- PAN card with photograph
- An identity card/document with applicant's photo, issued by any one of the following:
 - Central/State Governments and its departments
 - Statutory/Regulatory Authorities
 - Public Sector Undertakings
 - Scheduled Commercial bank
 - Colleges affiliated to Universities (this can be treated as valid only till the time the applicant is a student)
 - Credit cards/Debit cards issued by banks
 - Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members
 - Public Financial Institutions

B. Proof of identity in case of thumb impression(s)

The client(s) must visit the DP's office and produce valid proof of identity. Copies of proof of identity must be attested and verified with the original documents and submitted to the bank.

- Request form (Request form thumb impression should be notarized)
- Thumb impression should be specified Left/right (male - left, female - right)
- Medical certificate (confirming that the holder(s) is sound of mind)
- Proof of identity copy attested and verified with the original document

C. Proof of identity in case of change in authorised signatory/signatories

- The client must provide a fresh board resolution that authorises the new signatory/signatories, along with specimen signature(s), photograph(s), designation(s) and mode of operations of the new authorized signatory/signatories.
- The board resolution must include the withdrawal of the earlier resolution.
- DPs need not obtain the details of the existing authorized signatory/signatories if he or she/they remain unchanged.

All applications without the enclosures are subject to rejection.

CHECKLIST	
Items to be checked	Tick for verification by the Bank
Demat a/c no. should mentioned on the request	<input type="checkbox"/> Checked
The name and designation of the attesting authority and attestation by the bank with seal and full address is required. Bank a/c no. and type of a/c should mentioned on request form.	<input type="checkbox"/> Checked
All account holder(s) should sign on the request form. The old signatures of a/c holder(s) required (if any one old signature(s) of 1st/2nd/3rd holder mismatch, BM & BOM authorization is required.	<input type="checkbox"/> Checked
Proof of identity of holder(s) is enclosed with the request.	<input type="checkbox"/> Checked
Reason for change of signature.	<input type="checkbox"/> Checked
Board resolution is required in case of change of signatory/signatories.	<input type="checkbox"/> Checked
Medical certificate is required in case of thumb impression.	<input type="checkbox"/> Checked