

MODIFICATION FORM

Date	D	D	M	M	Y	Y	Y	Y
------	---	---	---	---	---	---	---	---

Query Id	A)	/B)	/C)
----------	----	-----	-----

Trading code								
--------------	--	--	--	--	--	--	--	--

Name of the client	
--------------------	--

Dear Sir / Madam,

I/We request you to update: (Tick any one of the following)

A) Address details B) Contact details C) Bank details

A) Request for updating Address:

Permanent Address

Correspondence Address

Address: _____

 City: _____ Pin code: _____
 State: _____

Address: _____

 City: _____ Pin code: _____
 State: _____

Note: For Trading A/c all the communication will be sent to correspondence address by default. For document, please refer Annexure 1

B) Request for updating contact details:

Mobile number: + 91

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email id: _____ & _____

I/We request you to send customized Alert message through SMS / Email with respect to transaction / confirmations/ information relating to my Account to my above mentioned details. Further I understand that trade confirmation, account statements and any other correspondence through SMS / Email will be provided free initially. In future it may be discontinued as a FREE service and charges for this service if levied, will be formally communicated well in advance for re-subscription and Kotak Commodity Services Pvt. Ltd. reserves the right to change the service at any point in time.

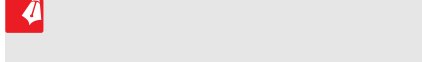
C) Request for updating bank details / RTGS facility: For document, please refer Annexure 2.

I want to avail of RTGS / NEFT facility: YES NO

Bank Name:			
Bank A/c No:			
Bank A/c Type :	<input type="checkbox"/> Savings	<input type="checkbox"/> Current	
Branch:			
Full name in the Bank			
IFSC code of beneficiary bank:		MICR Code:	
Default mapping	<input type="checkbox"/> YES	<input type="checkbox"/> NO	City:

DECLARATION

I/We hereby declare that the details furnished above are true & correct to the best of my knowledge and undertake to inform you of any changes therein will be immediately will be inform to Kotak Commodity Services Private Limited, and I/we may be held liable for any information is found to be false/misreading/misrepresenting.

Clients Signature: 

Note: Your request will be processed within a tentative period of 7 days from the date of receipt of documents. In case of queries regarding the status of the request, we request you to call up your home branch.

ACKNOWLEDGEMENT

Date	D	D	M	M	Y	Y	Y	Y
------	---	---	---	---	---	---	---	---

Query Id	A)	/B)	/C)
----------	----	-----	-----

Trading Code								
--------------	--	--	--	--	--	--	--	--

Name of the Client	
--------------------	--

A) Address details B) Contact details C) Bank details

Annexure 1 - Documents required for Change of address:

Below Address proofs required (Any One)

- a) Copy of New Ration Card
- b) *Telephone Bill (not more than 3 months old)
- c) *Electricity Bill (not more than 3 months old)
- d) Passport (Copy of name, address and photo pages)
- e) Voter's Identity Card (front and back)
- f) Driving license (copy of name, address and photo pages)
- g) Bank Statement with Bank Seal, Name, designation & signature required of authorized person on bank seal and / Bank Pass Book (not more than 3 months), Cheque leaf required if bank statement is not on letterhead of bank.
- h) Registered Leave License Agreement / Sale deed
- i) Aadhaar card copy.

Annexure 2 - Documents required for Bank details updates: (Any One)

- a) Cancelled cheque leaf of New Bank account.
- b) If cheque leaf is not personalized then, Bank Statement or Bank Pass Book copy or Banker's Verification letter.
- c) In case Bank Account in Joint Name NOC from Account holder is required.

Documents required as proof:

- a) For Individual / Sole proprietor - PAN card copy
- c) For Partnership - Partnership deed and PAN card of authorized partner. Authorized signatory stamp with partners sign required on letter.
- d) For Corporate Board Resolution and pan card copy of authorized signatory. Authorized signatory Stamp with authorized person's signature required.

Please Note:

- a) In case of address change of a Corporate Client the attached letter has to be provided on the letterhead of the firm.
- b) In case of Telephone Bill and Electricity bill, the bill should be in the name of the Account Holder.
- c) All the above docs have to be verified with original by the RM and proofs should be self-attested by the client.
- d) Self-attested Id proof required for address change. (For corporate clients authorized signatories ID proof required)