# **Combined Modification Request for Address & Contact Details**



Kences Towers, 4th Floor, 1, Ramakrishna St.,

T. Nagar, Chennai - 600 017.

Courier Ref. No.	B.O. Ref. No.	H.O.Ref.No

I/We request you to make the following changes in my / our Demat and Trading account.

Ch	Changes to be Effected : ☐ Only Demat ☐ Only Trading ☐ Both DP and Trading						
DP	ID : IN30	0441 / IN301313	/ IN300757 C	CLIENT CODE :			
CLI	ENT ID :		E	BRANCH NAME :			
	ADDRESS DETAILS						
	Kindly update the New Address* as per the option selected in the above request.  (*As per address mentioned in the KYC application form)						
Upd	late the New Ad	dress for the Non	ninies 🗌 1st 🗀	2nd 3rd or NO (If Nominee Registered)			
			CONTACT	DETAILS			
	Kindly update the Contact Details* as per the option selected in the above request.  (*As per Contact Details mentioned in the KYC application form)						
		FA	CILITY FOR MC	DBILE & E-MAIL ID			
Mobile Number with SMS facility for Demat				Holder Consent for Mobile Connection			
9	1st Holder	YES _	NO 🗌	Belongs to me (or) to my Family Member*			
2nd Holder  YES  NO  Belongs to me  (or) to my Family Membe  NO  Belongs to me  (or) to my Family Membe		Belongs to me (or) to my Family Member*					
MO	3rd Holder YES NO Belongs to me (or) to my Family Member*						
Remove the Existing Land line/Fax No.(If already registered) Mobile No with SMS facility is mandatory if you are giving POA							
Mode of receiving Annual report, AGM Notice and Other Communications from the Registrar & NSDL CAS Holder Consent for E-mail ID							
٥	1st Holder	Physical	E-mail	Belongs to me (or) to my Family Member*			
E-MAIL ID	2nd Holder	Physical	E-mail	Belongs to me (or) to my Family Member*			
Ш	3rd Holder	Physical	E-mail	Belongs to me (or) to my Family Member*			
* As per NSDL circular No. NSDL/POLICY/2015/0040 date 13 April, 2015 "FAMILY" denotes self, spouse, dependent children and dependent parent and does not include any broker/sub-broker/franchisee/custodian/portfolio managers etc.							

E-MAIL CONSENT - DP 1) I hereby accept to receive all communication related to Demat & Trading accounts through email to the email id mentioned in the KYC form. 2) The participant shall install adequate systems to restrict the access of the transaction statement only to the client. 3) I/we shall take all the necessary steps to ensure confidentiality and secrecy of the login name and password. 4) I am/we are aware that the transaction statement may be accessed by other entities in case the confidentiality/secrecy of the login name and password is compromised. 5) In case I/We opts for transaction statement through email, I/We shall immediately inform the participant about change in email address. 6) The client agrees not to receive transaction statement in paper form provided however that, in case when the participant is not able to provide transaction statement to its clients through Internet (web-based / email) due to any unforeseen problems, the participant should ensure that the transaction statement reaches to the client in physical form as per the time schedule stipulated in the Bye Laws & Business Rules of NSDL.

E-MAIL CONSENT - TRADING I understand and agree that the member will not be responsible for non-receipt of document sent via electronic delivery due to any technical/non-technical issues & Non-receipt of bounced mail notification shall tantamount to delivery of contract note. I also undertake to verify the statement of transactions as and when received through mail & bring to your notice within 48 hours if at all any discrepancies are found, I also undertake to inform any change in my E-mail ID through a physical letter. I hereby consent to receive contract note/trade confirmations of the trades executed by me, bills & account statements thereof, notices circulars, amendments and such other correspondence or documents in electronic form duly authenticated by means of a digital signature as specified in the information technology act 2000 & the rules made there under, to any of the mentioned E-mail ID(s). I undertake to check the contract notes & bring the discrepancies to your notice within 48 hours of the execution of the trade.

I further hereby agree that the member shall fulfill the legal obligation if the above documents are sent electronically to the below E-mail ID. I agree that the member will not be responsible for non receipt of documents sent via electronic delivery due to change in E-mail ID / correspondence address as mentioned aforesaid. I also agree that the member shall not take cognizance of out-of-office / out of station auto replies and I shall be deemed to have received such electronic mails.

## **DECLARATION FOR NAME DIFFERENCE IN PROOF (S)**

I/we do hereby affirm, declare as under:

Particulars of proof(s) enclosed	1st Applicant	2nd Applicant	3rd Applicant
1. Name as per Address proof is			
2. Name as per Identity proof is			
3. Name as per Additional Address proof is			
4. Name as per Additional Identity proof is			
5. Name as per Bank records is			
6. That the name before my marriage (*) was and the name after my marriage with is			

That the names mentioned above refer to me and are one and the same person.

That I shall indemnify and keep indemnified INTEGRATED its directors, officers, employees and agents from and against any and all losses, claims, liabilities, obligations, damages, deficiencies, judgments, actions, suits, proceedings or any liability suffered or incurred or fastened on to INTEGRATED due to INTEGRATED accepting this declaration and acting on the same.

\* Registered Marriage Certificate to be enclosed.

Name of the Holder(s)	Signature of the Holder(s) (To be signed by all holders in case of Demat A/c)
1.	
2.	
3.	

I	HEAD OFFICE PURPOSE	
Verified by	Updated by	_ HO Ref No

## **INSTRUCTIONS**

- Updation will be effected in the Demat client ID and corresponding Trading code based on the KYC application enclosed with this request.
- (2) Updation will be effected in NDML KRA and CKYC as per SEBI guidelines.
- (3) One request is to be submitted for one Demat client ID / Trading code.
- (4) If trading code is having multiple Demat accounts separate requests will have to be given.
- (5) Kindly select only one updation option in the request Only DEMAT, Only TRADING, Both DEMAT and TRADING. Multiple options not to be selected.
- (6) Request will have to be signed by all the Demat account holders even though the trading code is in any one person's name. In case of updation in Demat account this request is to be signed by all the account holder(s).
- (7) Modification request and KYC application incomplete in any respect and / or not accompanied with required documents will not be entertained.
- (8) Holder(s) authentication is required if any corrections made in the request. Corrections should be authenticated by all the holders with their full signatures.
- (9) This request will have to be signed by the account holder(s) only. POA holder/trading Authorised person can not sign this request.
- (10) Address and Identity Proof(s) will have to to be given as per your Demat account. In case of Minor variation in holder's name self declaration/ confirmation letter will have to be provided.
- (11) Incase joint holder's Address proof differs with 1st holder, "No objection" letter required from the joint holders with proof(s).

- (12) Contact details is mandatory for all updation in Demat and trading.
- (13) Separate contact details will have to be given for each holders. Same contact details will not be entertained for other holders.
- (14) As per NSDL & Exchange Regulation Mobile No with SMS facility is mandatory for POA to be enabled.
- (15) Foreign Mobile no cannot be updated.
- (16) If mail id is updated in trading code photograph will have to affixed in the KYC form.
- (17) In case trading code is in Dormant status, kindly submit dormant activation request also.
- (18) If default Demat account which is mapped in the trading code is closed, Default DP updation request will have to submitted.
- (19) In case of Minor account KYC request will have to be submitted for Minor (to be signed by guardian) and the guardian.
- (20) Karta Name Seal to be affixed on the modification request for HUF category accounts.
- (21) Modification for HUF category Demat account through KYC form Individual and Non-individual KRA must be filled for KARTA and HUF respectively. (HUF name and Karta name seal to be a affixed on the non-individual KRA form)
- (22) In case of Non-Individual modification, As per additional documents given in the checklist will have to be provided along with proof of Address and proof of Identity. (use non-individual KYC form)

ALL UPDATION WILL TAKE 7 WORKING DAYS FOR REGISTRATION FROM DATE OF RECEIPT.

NOW YOUR CLIENT (KYC) APPLICATION FORM	PLEASE FILL AL	L THE DETAILS IN CAPITAL LETTERS & BLACK INK ONLY   FOR INDIVIDUALS	
	Application Type*	□ New	
INTEGRATED		☐ Update KYC Number ☐ ☐ ☐ ☐ ☐ (Mandatory)	
YOUR LONG TERM WEALTH PARTNER	Account Type*	□ Normal □ Simplified (for low risk customers)	
1. IDENTITY DETAILS (PERSONAL DETAIL	S)		
Name of the Applicant* Mr. / Mrs. / Ms. (Same as per id proof)		РНОТОGRAPH	
Maiden Name (if any*) Mr./Mrs./Ms.			
Father / Spouse Name*		Please affix your recent	
Mr. / Mrs.		Passport size Colour Photograph	
Mother Name* Mrs.			
PAN (Please enclose a self attested copy of your PAN	Date of Birth*	D D M M Y Y Y Y	
	<i>")</i> 		
AADHAAR No.	d copy of your AADHAAR	Signature of the Applicant	
Gender*	□ F- Female	☐ T-Transgender	
Marital Status* ☐ Married	□ Unmarried		
Citizenship*		O 3166 Country Code \[ \] \}	
Residential Status*		· L-L-1-	
	□ Private Sector	□ Public Sector □ Government Sector)	
□ 0-0thers (	□ Professional □ X- Not Categorise	□ Self Employed □ Retired □ Housewife □ Student)	
2. PROOF OF IDENTITY (Pol)* (Certifie	d copy of any one of	the following Proof of Identity [Pol] needs to be submitted)	
☐ A- Passport Number		Passport Expiry Date DD - MM - YYYY	
□ B-Voter ID Card		□ C- PAN Card	
□ D- Driving Licence	Driving Licence Expiry Date DD - MM - YYYY		
□ E- UID (Aadhaar)	□ F- NREGA Job Card		
☐ Z- Others (any document notified by the central	government)		
☐ S- Simplified Measures Account - Document Ty			
· · · · · · · · · · · · · · · · · · ·		following Proof of Address [PoA] needs to be submitted)	
		1 Residential / Business ☐ Registered Office ☐ Unspecified 1 UID (Aadhaar) ☐ Voter Identity Card ☐ NREGA Job Card	
Others O		☐ Simplified Measures Account - Code ☐	
3.1 CURRENT / PERMANENT / OVERSEAS A	ADDRESS DETAILS		
O. I GOINERT / TERMANERT / GVETGEAG	ADDITEGO DETAILO		
City / Town / Village / District*		Pin Code*	
State*		State / U.T Code* ISO 3166 Country Code*	
3.2 CORRESPONDENCE / LOCAL ADDRESS	<b>DETAILS</b> $\square$ Same	as Current / Permanent / Overseas Address details	
City / Town / Village / District*		Pin Code*	
State*		State / U.T Code* ISO 3166 Country Code*	
4. CONTACT DETAILS (All communications	s will be sent on prov	ided Mobile No. / Email ID)	
Mobile No 9 1 —	To	el. (Resi.)	
E-Mail ID			
Tel. (Off.)		Fax — —	

5. Annual Income Details	- 5 40 kg
	s.5-10 lac Rs.10-25 lac More than 25 lac
6. REMARKS (if any)	
7. APPLICANT DECLARATION  * I hereby declare that the details furnished above are true and correct to the best of immediately. In case any of the above information is found to be false or untrue of the state of th	
Signature of the Applicant	
8. ATTESTATION / FOR OFFICE USE ONLY  Documents Received & Originals Verified   □ Certified Copies	
IPV & KYC VERIFICATION CARRIED OUT BY	INSTITUTION DETAILS
Date Emp. Name Emp. Code Emp. Designation Emp. Branch Emp. Sign	Name     N   T   E   G   R   A   T   E   D

IOW YOUR CLIENT (KYC) APPLICA	TION FORM	PLEASE FILL AL	L THE DETAILS IN (	CAPITAL LETTERS & BLACI	K INK ONLY   FOR INDIVIDUALS
		pplication Type*	□ New		STATE OF THE PARTY
INTEGRATI	ED/		☐ Update KYC Numb	oer <u>                               </u>	(Mandatory)
YOUR LONG TERM WEALTH I	A	ccount Type*	□ Normal □ Simpl	lified (for low risk customers)	The state of the s
1. IDENTITY DETAILS (PERSOI	IAL DETAILS)				:
Name of the Applicant* Mr. / Mrs. / Ms. (Same as per id proof)					PHOTOGRAPH
Maiden Name (if any*) Mr. / Mrs. / Ms.					
Father / Spouse Name*					Please affix your recent
Mr. / Mrs.					Passport size Colour Photograph
Mother Name* Mrs.					
PAN Colors and less a self-attented a		Date of Birth*	D D M M Y	YYY	
(Please enclose a self attested c	opy or your PAN)		1		
AADHAAR No. Please enclos	e a self attested co	opy of your AADHAAR)		Sign	ature of the Applicant
Gender* □ M-		$\Box$ F- Female	 □ T-Transge		ature of the Applicant
Marital Status* □ Ma		□ <i>F- Female</i> □ <i>Unmarried</i>		nuol	
Citizenship*			O 3166 Country Cod	de 🗔 }	
	sident Individua				f Indian Origin
		Private Sector	☐ Public Sector	☐ Government Sector)	- maian ongin
□ 0-0	Others ( $\square$ I	Professional K- Not Categorise	$\square$ Self Employed	□ Retired □ House	wife □ Student)
2. PROOF OF IDENTITY (Pol				f Identity [Pol] needs to be s	uhmitted)
		opy of any one of	· ·		M VIVIVIVI
☐ A- Passport Number ☐ B- Voter ID Card			Passport Ex		V  -  Y   Y   Y   Y
	C- PAN Card				
☐ D- Driving Licence ☐ ☐ ☐ E- UID (Aadhaar)	Driving Licence Expiry Date DD - MM - YYYYY				
, ,	t notified by the central government)				
☐ S- Simplified Measures Account					
— O Ompiniou moudurou riocount	Document Type				
3. ADDRESS DETAILS (PoA)	(Certified copy	of any one of the	following Proof of Ac	ldress [PoA] needs to be sub	mitted)
Address Type* ☐ Resident			Residential / Busin	3	·
Proof of Address*   Passport	☐ Drivin	ng Licence 🗆	UID (Aadhaar)	□ Voter Identity Ca	
☐ Others ☐			□ Simplified Me	asures Account - Code	
3.1 CURRENT / PERMANENT /	OVERSEAS AD	DRESS DETAILS			
City / Town / Village / District	*				Pin Code*
State*				State / U.T Code*	SO 3166 Country Code*
3.2 CORRESPONDENCE / LOCA	L ADDRESS D	ETAILS   Same	as Current / Permanen		
City / Town / Village / District*					Pin Code*
State*				State / U.T Code*	SO 3166 Country Code*
4. CONTACT DETAILS (All cor	nmunications w	vill he sent on prov	ided Mohile No. / Fm		-
· · · · · · · · · · · · · · · · · · ·					
Mobile No 9 1 —		16	el. (Resi.)		
E-Mail ID				<u> </u>	
Tel. (Off.)				Fax	-, , , , , , , , , ,

REMARKS (if any)  * I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.  * I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  * Date
* I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misrepresenting, I am aware that I may be held liable for it.  * I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  Date:    Description   Place:
*I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  Date: Place: Place: Institution Details  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  Date: Place: Institution Details  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.  *I hereby consent to receiving inform
B. ATTESTATION / FOR OFFICE USE ONLY  Documents Received & Originals Verified
Documents Received & Originals Verified
Date DD - MM - YYYY NAME NAME NAME NAME NAME NAME NAME NAME
Emp. Name Emp. Code Emp. Designation Emp. Branch  [Institution Stamp]
Emp. Code Emp. Designation Emp. Branch  [Institution Stamp]
Emp. Designation Emp. Branch  [Institution Stamp]
Emp. Branch [Institution Stamp]
Emp. Sign

NOW YOUR CLIENT (KYC) APPLICATI	ION FORM   PLEASE FILL AL	L THE DETAILS IN CAPITAL LETTERS & BLACK INI	(ONLY   FOR INDIVIDUALS
	Application Type*	□ New	September 2016
INTEGRATE	.D/	☐ Update KYC Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	∐ (Mandatory)
YOUR LONG TERM WEALTH PAR	Account Type*	□ Normal □ Simplified (for low risk customers)	This was
1. IDENTITY DETAILS (PERSONA	L DETAILS)		
Name of the Applicant* Mr. / Mrs. / Ms. (Same as per id proof)			PHOTOGRAPH
Maiden Name (if any*) Mr. / Mrs. / Ms.			
Father / Spouse Name*			Please affix your recent
Mr. / Mrs.			Passport size Colour Photograph
Mother Name* Mrs.			
PAN L I I I I I I	Date of Birth*	D D M M Y Y Y Y	
(Please enclose a self attested copy	y of your PAN)		
AADHAAR No.	a colf attended convert your AADUAAG		a of the Applicant
Gender* □ M- Ma	a self attested copy of your AADHAAR lale □ F- Female	☐ T-Transgender	e of the Applicant
Marital Status*			
Citizenship*		CO 3166 Country Code \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
· · · · · · · · · · · · · · · · · · ·	dent Individual □ Non Resid	· — ·	ian Origin
Occupation Type*   S-Sei		☐ Public Sector ☐ Government Sector)	<u> </u>
□ 0-0th	'	☐ Self Employed ☐ Retired ☐ Housewife	□ Student)
2. PROOF OF IDENTITY (Pol)*	(Certified copy of any one of	the following Proof of Identity [Pol] needs to be submi	tted)
☐ A- Passport Number		Passport Expiry Date DD - MM -	
□ B- Voter ID Card		□ C- PAN Card	
□ D- Driving Licence	Driving Licence Expiry Date DD - MM - YYYY		
☐ E- UID (Aadhaar)	☐ F- NREGA Job Card		
☐ Z- Others (any document notified by	nent notified by the central government)		
☐ S- Simplified Measures Account - D	Oocument Type code		
3. ADDRESS DETAILS (PoA)	Certified conv of any one of the	following Proof of Address [PoA] needs to be submitted	ed)
Address Type* ☐ Residential		Residential / Business ☐ Registered Office	☐ Unspecified
Proof of Address* ☐ Passport		☐ UID (Aadhaar) ☐ Voter Identity Card	☐ NREGA Job Card
☐ Others ☐		☐ Simplified Measures Account - Code ☐☐	
3.1 CURRENT / PERMANENT / OV	/ERSEAS ADDRESS DETAILS		
City / Town / Village / District*		Di	n Code*
State* 3.2 CORRESPONDENCE / LOCAL	ADDRESS DETAILS □ Same	as Current / Permanent / Overseas Address details	1166 Country Code*
City / Town / Village / District*			n Code*
City / Town / Village / District*  State*			3166 Country Code*
4. CONTACT DETAILS (All comm	nunications will be cont on prov		Journal of the second of
· · · · · · · · · · · · · · · · · · ·		, , , , , , , , , , , , , , , , , , ,	
Mobile No 9 1 —	Te	el. (Resi.) — — — — — — — — — — — — — — — — — — —	
E-Mail ID		<del>                                     </del>	
Tel. (Off.)		Fax —	

5. Annual Income Details	o E 10 loo Do 10 OE loo More than OE loo
	s.5-10 lac Rs.10-25 lac More than 25 lac
6. REMARKS (if any)	
7. APPLICANT DECLARATION  * I hereby declare that the details furnished above are true and correct to the best immediately. In case any of the above information is found to be false or untrue of the state of the s	
Signature of the Applicant	
8. ATTESTATION / FOR OFFICE USE ONLY  Documents Received & Originals Verified □ Certified Copies	
IPV & KYC VERIFICATION CARRIED OUT BY	INSTITUTION DETAILS
Date Emp. Name Emp. Code Emp. Designation Emp. Branch Emp. Sign	Name     N   T   E   G   R   A   T   E   D

## INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

#### A. Important Points:

- Use separate KYC form for each holder modification in case of Demat account is joint holding pattern (i.e first holder, second holder & third holder).
- 2. Holder Name should be mentioned in the KYC form and as mentioned in demat account and proofs (Identity and Address) will have to be given in the same name.
- KYC number of applicant is mandatory for update/change of KYC details. Fill in the relevant KYC information to be modified and the remaining fields may be left blank.
- Copies of all documents that are submitted need to be compulsorily self-attested by the 4 applicant and accompanied by originals produced 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 list mentioned under [D].
- Self attested copy of PAN Card and Aadhaar is mandatory for all clients, including 5. Promoters / Partners / Karta / Trustees and whole time directors and persons authorized to deal in securities on behalf of company / firm / others.
- 6. If any proof of identity or address is in a foreign language, then translation into English
- Address mentioned in the KYC form should be match with the proofs submitted.
- 8. If correspondence & permanent address are different, then proofs for both have to be submitted and holder confirmation letter will have to be provided mentioning the address is which is to be sent.
- 9. In case address filled in the KYC application self attested proof(s) must be given to our branch staff.
- 10. Holder(s) authentication is required if any corrections is made in the request. Corrections should be authenticated by all the holders with their full signatures.
- 11. In case of Minor Account, KYC request will have to be submitted for the Minor (to be signed by the Guardian) and Guardian.
- In case of modification in accounts under HUF category, individual KYC form for the 12. Karta and non-individual KYC form for the HUF entity are to be submitted.
- Name of the HUF & Karta name seal to be affixed on the non individual KYC application 13.
- for HUF category accounts. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of full passport and PIO Card / OCI Card and overseas address proof 14.
- is mandatory. State / U.T Code and Zip / Post Code will not be mandatory for Overseas addresses. 15.
- KYC application if incomplete in any respect and /or not accompanied with required 16. documents will not be entertained.
- In case of Non-Individual modification, Additional documents given in the checklist will have to be provided along with PAN, proof of address and Proof of identity. (Use NON-INDIVIDUAL KYC Request)

- Proof of Identity(POI):- List of documents admissible as Proof of Identity: (documents having expiry date should be valid for 3 months from the date of submission) should be
- Photocopy of Aadhaar card
- 2. 3. Passport
- Voter ID card
- **Driving License**
- 5. PAN card (with photograph).
- В. Proof of Address (POA):-List of documents admissible as Proof of Address: (documents having expiry date should be valid for 3 months from the date of submission) should be
- Photocopy of Aadhaar card / Passport / Voter ID card / Driving License / Ration card.
- Photocopy of Bank Pass Book (first & last transaction page) / Bank statement (last transaction date and date of Submission should be within 2 months period). The Pass Book / Statement should be of the same bank registered in the Demat / Trading
- Others includes Utility bill date which is not more than two months old from the date of submission (electricity, telephone and piped gas) Telephone Bill (only land line) of the number registered in the Demat / trading account. If not landline number will have to be updated.
- Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India
- Tax identification Number (TIN): TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same to be reported. Examples of that type of number for individual include, a social security / insurance number, citizen / personal identification/services code/number, and resident registration number)

#### D. List of people authorised to attest the documents:

- Notary Public, Gazetted Officer, Manager of a Scheduled Commercial / Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
- In case of NRIs, authorised 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.

#### F. In case of Non-Individuals, additional documents to be obtained over & above the POI & POA, as mentioned below:

Types of entity	Documentary requirements
Corporate	<ul> <li>Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).</li> <li>Photograph, POI, POA, AADHAAR, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.</li> <li>Photograph, POI, POA, AADHAAR, PAN of individual promoters holding control - either directly or indirectly.</li> <li>Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>Copy of the Board Resolution for investment in securities market.</li> <li>Authorised signatories list with specimen signatures with seal and copies of PAN, AADHAAR and Address proof of all the signatories.</li> <li>Net worth certificate.</li> <li>Copy of the recently filed IT Return acknowledgment.</li> </ul>
Partnership firm	Copy of the balance sheets for the last 2 financial years (to be submitted every year). Certificate of registration (for registered partnership firms only). Copy of partnership deed. Authorised signatories list with specimen signatures with seal. Photograph, POI, POA, AADHAAR, PAN of Partners.
Trust	Copy of the balance sheets for the last 2 financial years (to be submitted every year). Certificate of registration (for registered trust only). Copy of Trust deed. List of trustees certified by managing trustees/CA. Photograph, POI, POA, AADHAAR, PAN of Trustees.
HUF	PAN of HUF. Deed of declaration of HUF/ List of coparceners. Bank pass-book/bank statement in the name of HUF. Photograph, POI, POA, AADHAAR, PAN of Karta.
Unincorporated association or a body of individuals	Proof of Existence/Constitution document. Resolution of the managing body & Power of Attorney granted to transact business on its behalf. Authorised signatories list with specimen signatures.
Banks/ Institutional Investors	<ul> <li>Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.</li> <li>Authorised signatories list with specimen signatures.</li> </ul>
Foreign Institutional Investors (FN)	Copy of SEBI registration certificate.  Authorised signatories list with specimen signatures.
Army/ Government Bodies	Self-certification on letterhead. Authorised signatories list with specimen signatures.
Registered Society	Copy of Registration Certificate under Societies Registration Act. List of Managing Committee members. Committee resolution for persons authorised to act as authorised signatories with specimen signatures. True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.

# List of two - digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State / U.T	Code
Andaman & Nicobar	AN
Andhra Pradesh	AP
Arunachal Pradesh	AR
Assam	AS
Bihar	BR
Chandigarh	CH
Chattisgarh	CG
Dadra and Nagar Haveli	DN
Daman & Diu	DD
Delhi	DL
Goa	GA
Gujarat	GJ
Haryana	HR

State / U.T	Code
Himachal Pradesh	HP
Jammu & Kashmir	JK
Jharkhand	JH
Karnataka	KA
Kerala	KL
Lakshadweep	LD
Madhya Pradesh	MP
Maharashtra	MH
Manipur	MN
Meghalaya	ML
Mizoram	MZ
Nagaland	NL
Orissa	OR

State / U.T	Code
Pondicherry	PY
Punjab	PB
Rajasthan	RJ
Sikkim	SK
Tamil Nadu	TN
Telangana	TS
Tripura	TR
Uttar Pradesh	UP
Uttarakhand	UA
West Bengal	WB
Other	XX

# List of ISO 3166 two - digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Cou Co
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miguelon	PI
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	V
Ilbania	AL	Egypt	EG	Lithuania	LT	Samoa	W
lgeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SI
Imerican Samoa	AS	Equatorial Guinea	GQ	Macao	MO	Sao Tome and Principe	S
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	Si
Angola	A0	Estonia	EE	Madagascar	MG	Senegal	SI
Anguilla	Al	Ethiopia	ET	Malawi	MW	Serbia	R
ntarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	S
ntigua and Barbuda	AG	Faroe Islands	F0	Maldives	MV	Sierra Leone	S
rgentina	AR	Fiji	FJ	Mali	ML	Singapore	SI
rmenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	S
ruba	AW	France	FR	Marshall Islands	MH	Slovakia	SI
ustralia	AU	French Guiana	GF	Martinique	MQ	Slovenia	S
ustria	AT	French Polynesia	PF	Mauritania	MR	Solomon Islands	S
zerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	S
ahamas	BS	Gabon	GA	Mayotte	YT	South Africa	Z
ahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich	G
alli dili				MEXICO		Islands	
angladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	S
arbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	Ē:
elarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	Ĺ
							S
elgium III	BE	Gibraltar	GI	Mongolia	MN	Sudan	
elize	BZ	Greece	GR	Montenegro	ME	Suriname	S
enin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	S
ermuda	BM	Grenada	GD	Morocco	MA	Swaziland	S
utan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	S
livia. Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	C
naire, Sint Eustatius and Saba	BQ		GT		NA		S
		Guatemala		Namibia		Syrian Arab Republic	
snia and Herzegovina	BA	Guernsey	GG	Nauru	NR	Taiwan, Province of China	T\
otswana	BW	Guinea	GN	Nepal	NP	Tajikistan	T
ouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	T.
razil	BR	Guyana	GY	New Caledonia	NC	Thailand	T
itish Indian Ocean Territory	10	Haiti	HT	New Zealand	NZ	Timor-Leste	T
unei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI		Ť
						Togo	
ılgaria_	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	T
ırkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	T
ırundi	Bl	Hong Kong	HK	Niue	NU	Trinidad and Tobago	T
abo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	T
ambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	T
ameroon	CM	India	IN IN	Norway	NO	Turkmenistan	TI
ınada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	I
ayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	T
entral African Republic	CF	Iraq	IQ	Palau	PW	Uganda	U
nad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	U
ile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	A
ina	CN	Israel	IL.	Papua New Guinea	PG	United Kingdom	G
ristmas Island	CX	Italy	IT	Paraguay	PY	United States	U
cos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	U
lombia	CO	Japan	JP	Philippines	PH	Uruguay	U
moros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	U
ngo	CG	Jordan	JO	Poland	PL	Vanuatu	V
ngo, the Democratic Republic of	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	V
e ook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	V
	CR	Kiribati	KI	Qatar	QA		V
osta Rica						Virgin Islands, British	
te d'Ivoire !Côte d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion !Réunion	RE	Virgin Islands, U.S.	V
oatia	HR	Korea, Republic of	KR	Romania	R0	Wallis and Futuna	W
ıba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	E
ina							
ıracao !Curaçao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	Y
/prus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy !Saint Barthélemy	BL	Zambia	ZI
zech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	Z۱
enmark	DK	Lebanon	LB	Saint Kitts and Nevis	KN		
ibouti	DJ	Lesotho	LS	Saint Lucia	LC		
	DJ	Liberia	LR	Saint Martin (French part)	MF		
ominica							