



IL&FS House, Plot No. 14, Raheja Vihar, Chandivali, Andheri East, Mumbai – 400 072

Phone:- 42493000 Fax:- 28570948/49

Email Id:- issl-dp@issl.co.in

DP ID- IN300095

FORMAT FOR CHANGE OF ADDRESS

Date : _____ **Client ID** : _____

To,
IL&FS Securities Services Limited
IL&FS House
Plot No. 14, Raheja Vihar
Chandivali, Andheri (East)
Mumbai – 400 072

From :
Name of First Holder : _____
Name of Second Holder : _____
Name of Third Holder : _____

Dear Sir,

Kindly make a note of change in my/our address as given below in your records : -

LOCAL/ PERMANENT ADDRESS :

OLD ADDRESS	NEW ADDRESS
CITY : _____ PIN : _____	CITY : _____ PIN : _____ (Mandatory)
TEL. # (With STD Code) :	TEL. # (With STD Code) :

CORRESPONDENCE / FOREIGN ADDRESS :

OLD ADDRESS	NEW ADDRESS
CITY : _____ PIN : _____	CITY : _____ PIN : _____ (Mandatory)
TEL. # (With STD Code) :	TEL. # (With STD Code) :

TO BE FILLED FOR CHANGE OF ADDRESS OF THE REGISTERED NOMINEE,

Mr./Ms./Master

OLD ADDRESS	NEW ADDRESS
CITY : _____ PIN : _____	CITY : _____ PIN : _____ (Mandatory)
TEL. # (With STD Code) :	TEL. # (With STD Code) :

Signature of

(1st Holder)

(2nd Holder)

(3rd Holder)

Document Checklist (To be submitted alongwith the application – Please refer overleaf for the acceptable proof of address and identity) :

1.	Proof of address	
2.	Proof of identity of all holders	
3.	Statement of transaction	Period : _____ to _____

PROOF OF IDENTITY - Any one of the following :-
Passport Copy/ Voters ID/ PAN Card/ Driving License
Identity card/document with applicant's Photo, issued by :-
a) Central/State Government and its Departments,
b) Statutory/Regulatory Authorities
c) Public Sector Undertakings
d) Scheduled Commercial Banks
e) Public Financial Institutions
f) Colleges affiliated to Universities
g) Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members
h) Credit cards/Debit cards (with photo) issued by Banks

PROOF OF NEW ADDRESS - Any one of the following :-
Ration Card/ Passport Copy/ Voter ID/ Driving License/ Bank passbook / Bank Statement
Electricity bills (not more than two months old)
Residence landline telephone bills (not more than two months old)
Registered Leave and License agreement or Registered Agreement for sell
Self-declaration by High Court & Supreme Court judges, giving the new address in respect of their own accounts
Identity card/document with address, issued by :-
a) Central/State Government and its Departments
b) Statutory/Regulatory Authorities
c) Public Sector Undertakings
d) Scheduled Commercial Banks
e) Public Financial Institutions
f) Colleges affiliated to universities
g) Professional Bodies such as ICAI, ICWAI, Bar Council etc., to their Members

Instruction:

Please note that as per Depository regulations, in case of NRI/FN clients, the proof of identity and proof of address should be attested by Notary Public/any Court / Magistrate / Judge / Official of Indian Embassy / Consulate General of the country where NRI and FN is residing, and the attestation is to the effect that copies have been verified with the originals. This is required only in cases where the client(s) is/are unable to visit IL&FS Office and provide the original documents for verification

In case the client has visited India at the time of submission of documents towards change of address, then the latest immigration stamp should reflect on the clients(s) passport copy evidencing his/her visit in India. A copy of the same needs to be provided along with the other documents mentioned above

Copy of bank statement along with copy of cheque leaf is acceptable as proof of address provided the following conditions are satisfied :

- ◆ The authorised official of the DP should verify the photocopies of the bank statement and cheque submitted with their corresponding originals and put his/her signature on them with the remarks **"verified with original"**
- ◆ The DPs shall ensure that the copy of bank statement **clearly displays the logo & name of the bank**, displays the name, address and bank transactions/balance of the Client for the latest quarter ending. The latest quarter should be considered with respect to the date of receipt of the account opening form
- ◆ DPs shall ensure that the bank details including the account number mentioned on the cheque matches with that mentioned in the bank statement submitted as POA

In cases where the bank statement is provided on plain paper without the logo & name of the bank, following conditions to be satisfied :

- ◆ It clearly mentions the name, address and bank transactions/holdings of the Client for the latest quarter ending. Such a bank statement should be **duly attested (signed and stamped) by the authorised official of the bank** mentioning the name and designation of such authorised official
- ◆ Obtain a cancelled cheque in original and signature of the applicant(s) (all the holders in case of joint holdings) on the bank statement.
- ◆ The bank statement should be of the latest quarter ending eg. depository accounts opened in the month of April, May and June should be supported by the bank statement of the quarter ending March 31

