



\* Land marks needs to contain words such as ( Near by / Opposite / Next to / Behind / Adjacent )

I / We hereby authorize Mr / Ms \_\_\_\_\_ whose signature is attested below to  
submit the Change of Address request and documents pertains to DP ID \_\_\_\_\_ & Client ID  
/ Trading Account No \_\_\_\_\_

<u>Signature of the Authorised Representative</u>	<u>Attested by ALL the holders of the demat account</u>
	<u>1 _____</u>  <u>2 _____</u>  <u>3 _____</u>

**General Instruction:**

1. At least one of the holders of the Demat account to visit the Bank's branch. In case the request is sent through an authorized representative, his / her signature & his/her id proof should be duly attested by **ALL** the holders of the demat account.
2. This request has to be signed by **ALL** the holders of the Demat Account.
3. Please note that the trading account holder should be the first holder in the Demat and Bank Account.
4. Please submit the copy of Identity and Address Proof with self attestation as per details given below along with the "Original" for verification.

<b>A. Proof of identity</b>	<b>B. Proof of Address</b>
Unique identification number(UID), Passport, Voter ID Card, Driving license, PAN card with photograph, Identity card/document with applicant's Photo, issued by Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities ( <b>this can be treated as valid only till the time the applicant is a student</b> ), Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks	<ul style="list-style-type: none"> <li>• Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.</li> <li>• Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</li> <li>• Bank Account Statement/Passbook -- Not more than 3 months old.</li> <li>• Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.</li> <li>• 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.</li> <li>• 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.</li> <li>• For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.</li> <li>• The proof of address in the name of the spouse may be accepted</li> </ul>

5. You may kindly note down the email ids of our grievance cell(s) as follows:  
 Depository Services : [dphelp@hdfcbank.com](mailto:dphelp@hdfcbank.com)  
 Online trading in securities / E-Broking : [customercare@hdfcsec.com](mailto:customercare@hdfcsec.com)