

OFFICE USE

\*Please staple the relevant documents here along with the applicants latest visiting card.

CUSTOMER COPY

Please quote the reference no. for future reference.

Instructions overleaf

Date : DDMMYYYY

Signature of Bank official

Acknowledgment

We acknowledge receipt of your address change request for the following products:

<input type="checkbox"/> S. A / T.D / Individual C.A	<input type="checkbox"/> Credit Card	Branch Officer Name:
<input type="checkbox"/> Demat A/C	<input type="checkbox"/> Trading A/C No.	EMP Code:
<input type="checkbox"/> PL / AL / TW / Other Assets Loan	<input type="checkbox"/> Loan Against Shares	Date: Branch:

(Please staple all documents in the space provided above)

COMBINED ADDRESS CHANGE FORM



To,  
Manager,  
HDFC Bank Ltd

\*Application Date DDMMYYYY

(Please fill the form in BLOCK LETTERS only – All Fields marked " \* " are MANDATORY)

\*(THIS IS A MACHINE READABLE FORM AND WILL PASS THROUGH A SCANNER)

\*Full Name of Primary Account Holder

PREFIXFull Name(Please leave one space between words for e.g. )AJAYRAMMISHRA

I / We request you to effect address change on the following relationships (Tick the applicable Products):

- ☐ Savings A/C / Term Deposits / Individual Current A/C☐ Credit Card☐ Demat A/C☐ Trading A/C☐ Loan Against Shares
- ☐ Personal / Auto / Two Wheeler / Other Asset Loan

New Mailing / Correspondence Address(Please tick - applicable to Loans (Assets) only)ResidenceOffice

For Asset relationship if the above options are left blank, then Residence address would be updated

\*Company Name / Flat No. & Bldg. Name

\*Road No./Name

\*Landmark

\*City

\*State

\*Tel. (O)EXT. No.STD Code\*Tel. (R)

Mobile No.Email ID

Pan No.

New Permanent Address

\*Flat No. & Bldg. Name

\*Road No./Name

\*Landmark

\*City

\*State

\*Tel. (O)EXT. No.STD Code\*Tel. (R)

Address of Communication (Applicable to Demat Account only)Mailing/Correspondence AddressPermanent Address  
(If the above option is left blank permanent address would be updated by default)

Relationship Name	Account No(s)	
Savings Account / Term Deposit / Individual Current A/C.	Customer Id:	
	Account Number	Proof of address to be mandatorily submitted with the form.
Loan Against Securities (L.A.S)	LAS Account No	Proof of address to be mandatorily submitted with the form.
Retail Loan Account (Please write Loan agreement No. & tick the type of loan)	L. Agreement No.1	PL /AL / TW / OTH (Pl specify )
	L. Agreement No.2	PL /AL / TW / OTH (Pl specify )
	L. Agreement No.3	PL /AL / TW / OTH (Pl specify )
	Proof of address to be mandatorily submitted with the form.	
Credit Card	Credit Card No	
	Credit Card No	(The address change request will be incorporated only if requested by the primary card holder)

HDFC Bank Demat Account / Trading Account

Demat Account

Client ID :DP ID :

Trading Account No :

It is mandatory to provide the proof of the new mailing / new permanent address to effect an address change for the DEMAT account.  
Nominee's Address also to be changed as per the New Mailing / Correspondence Address  
Yes ( ) No ( ) Default is NO

Address Changes as requested for would be effected in the Bank's records within a maximum of 7 days from the date of receipt. Any document / communication sent by the Bank during the next 7 days would be despatched to the existing / present address recorded with the Bank. Should you require any further assistance, you may kindly access the following link [http://www.hdfcbank.com/common/customer\\_center.htm](http://www.hdfcbank.com/common/customer_center.htm) to contact us.

This section is applicable to Demat Accounts only.

Name of the Holder (In case of jointly operated accounts & Demat account ONLY all the account holders must sign)	Signature and attestation (Sign as per Bank's record)
1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	
Signature of the Holder / Representative - Visiting the branch in front of Bank / DP official	Attestation by Bank / DP official
	Signature: Name: Employee Code: Bank Branch Seal

Authority Letter

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. \_\_\_\_\_  
Signature of Authorized Representative \_\_\_\_\_

Attested by:

Signature of Demat Account Holders    1<sup>st</sup> \_\_\_\_\_                      2<sup>nd</sup> \_\_\_\_\_                      3<sup>rd</sup> \_\_\_\_\_

DECLARATION

I / We declare confirm and agree:

- That all the particulars given in this form are true, correct, complete and up-to-date in all respects and I / we have not withheld any information.
- HDFC Bank reserves the right to reject the request for address change for one or more of the products / services.
- In case of incomplete or inaccurate information or any discrepancy in the information as provided herein, the request for address change will not be effected in case of any one or more products.
- I / We understand that it is my / our responsibility to inform HDFC Bank immediately in event of any change in address as mentioned herein and to provide further information as may be required by HDFC Bank.
- I confirm that I have the necessary authority / mandate from all the joint account holders to sign this declaration on behalf of myself and all the joint account holders for all the products and services as mentioned herein.

Sign here

Authorised Signatory

Authorised Signatory

Name: \_\_\_\_\_  
Date : \_\_\_\_\_

Name: \_\_\_\_\_  
Date : \_\_\_\_\_

Name: \_\_\_\_\_  
Date : \_\_\_\_\_

To Be Filled in By HDFC Bank official

Date of receipt _____ Sourcing Branch Name _____ Branch Code <div></div>  Customer signed in my presence.  Name: _____  Employee Code : _____  Signature : _____	Verified that the account is operated singly or by either / any one or survivor Signature / A/c. No Verified / Address Changed Verified <div></div> Signature of Bank Staff : _____ Emp Code: <div></div> Date of account Opened : _____  Receipt At CPU: Date of Receipt _____ Signature of Bank Staff _____ Emp Code _____ Date of Address Change _____
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General Instruction:

- This form is applicable for change of address for all products and services as specified. Please fill in complete details for recording address change pertaining to the respective product and services. Address change will be effected only if the first holder / first applicant remain same across all the products and services.
- Proof of address is mandatory for address change except for Credit Cards.
- For credit cards, the address change would not be carried out in case of incomplete address, along with PIN code (mandatory). PO Box / Army Post Office (APO) / Care of address would not be updated as mailing address
- In case of Demat account the request has to be signed by ALL the holders
  - Photo ID is required for all the Account Holders
  - 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 signatures should be duly attested by ALL the holders of the demat account.
  - Address Proof (for New Address) is required for the Sole / 1st A/c Holder. (In case the address proof filled by the customer for both correspondence and permanent then address proof is required for both the addresses.)
  - For COA request submitted through a representative (not the Demat A/C Holder) Customer Self-attested ID + Address Proofs, Authority Letter in favour of the Representative & Representative's Photo ID
  - Please note that the trading account holder should be the first holder in the Demat and Bank Account.
  - Letters related to change of address are not accepted as we have the prescribed form which fulfils the regulatory requirement. For CDSL accounts the format is prescribed by them and non acceptance of the same in that format is viewed as non compliance.
  - You may kindly note down the email id's of our demat grievance cell(s) as follows:
    - Depository Services : dphelp@hdfcbank.com
    - Online trading in securities / E Broking : customercare@hdfcsec.com
- Address change on Corporate guarantee credit cards are done only through the corporate authorised signatory through corporate cards team
- In case of assets if customer has a Finware CASA Account and revised address is updated in the CASA account, address proof is not required.