

Reliance Securities Limited 11th Floor, R-Tech IT Park, Western Express Highway, Goregaon (East), Mumbai 400 063.	(For Trading Account)
Reliance Capital Limited MBC Centre, Ground Floor, 143-A, Ghodbunder Road, Kapurbavdi, Thane (W). 400 607.	(For Demat Account)

Date: ___ / ___ /20___

Client Code : _____
DP ID: 13041400 BO ID:

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

CHANGE / MODIFICATION REQUEST FORM

I/We request you to update the following details in your client master. I/We understand that the change(s) is / are being carried out at my/ our request and will affect in accounts held by me/us with Reliance Securities Ltd / Reliance Capital Ltd., under the captioned client code / BO ID.

Please Tick as applicable

Change Request for		Existing Details	New Details
Trading and DP account	+Address: <input type="checkbox"/> Permanent <input type="checkbox"/> Correspondence		
	Bank: <input type="checkbox"/> Default Bank <input type="checkbox"/> Other Bank Only for Trading account	Bank Name : Branch : A/c No : A/c Type : MICR Code : IFSC Code :	Bank Name : Branch : A/c No : A/c Type : MICR Code : IFSC Code :
	Bank details provided in the POA executed by me/us, shall stand modified with the bank details provided under this request form		
	<input type="checkbox"/> *Mobile No. (for SMS) <input type="checkbox"/> Landline No.	+91	+91
	<input type="checkbox"/> To send the statement of transaction / Contract notes / Bills / DP Transaction statement, DP Holding statement other documents by E-mail.		Y <input type="checkbox"/> / N <input type="checkbox"/> _____
	<input type="checkbox"/> *Email ID	(1)..... (2).....
	<input type="checkbox"/> *Signature	F S T	
Trading Account only	<input type="checkbox"/> Trading Preference	<input type="checkbox"/> NSEFO _____ <input type="checkbox"/> Activation <input type="checkbox"/> Deactivation	<input type="checkbox"/> NSECD _____
	<input type="checkbox"/> Details for the financial year ended		
	Financial Income details: (Income Range p.a.)	<input type="checkbox"/> < Rs.1 Lac <input type="checkbox"/> Rs.1-Rs.2 Lacs <input type="checkbox"/> Rs. 2 -Rs.5 Lacs <input type="checkbox"/> Rs.5-Rs.10 Lacs <input type="checkbox"/> Rs.10-Rs.25 Lacs <input type="checkbox"/> >Rs.25 Lacs	
	<input type="checkbox"/> Running Account Authorisation (Settlement Preference) This authorisation shall remain valid until it is revoked by me/us	<input type="checkbox"/> Once in a calendar Quarter <input type="checkbox"/> Once in a calendar month	

I/ We have read, understood and are agreeable to the terms mentioned overleaf.

	First/Sole Holder	F	Second Holder	S	Third Holder	T
Name						
Signature	_____		_____		_____	
Email ID			Mobile No.	+91		

(For Office use) QRC No.: _____

Ver 2.2/Jul 2011

Following are the terms/ instructions for Change/ Modification Request form

- Once the changes are effected in the system, the same would be confirmed through Mail
- The new Signature(s) and/ or DP Operating Instructions would be valid once the changes are updated in the system
- Change request form to be submitted in duplicate
- The company will not be responsible for return/dishonor/non-execution of any Instruction due to change request form yet to be received / processed by the company
- The company will not be responsible for request being rejected or unprocessed or partially processed due to non compliance with the operating instruction or requirements for change request
- ✎ Indicates the place where account holder(s) has to sign
- While requesting for change of Email ID the applicant need to reconfirm the consent for receiving documents and statements in Electronic form
- Applicant selecting the NSEFO segment as Trading preference has to submit the Income proof as mentioned below
- While requesting for Deactivation of NSE FO segment, applicant need to ensure that there is no open FO position in his account
- *In case Change in Mobile No. & Email ID is requested together then the same cannot be processed at the same time. Mobile no. change would be processed first and Email ID would be processed after 2 working days of intimation of change of Mobile no
- *In case Change in Address & Signature is requested together then the same cannot be processed at the same time. Address change would be processed first and Signature would be processed after 2 working days of intimation of change of Address

Documents requirements duly self attested by the applicants:-

For Change in Address

- Change Request Form duly signed by all the holders.
- Proof of Address (Electricity bill / Telephone bill / Bank verification letter / Bank statement with latest transaction along with cancelled cheque)
- Identity Proof (Pan card/ Election card / Valid Driving license / Valid Passport)

For Change in Bank details

- Change Request Form duly signed by all the holders
- Proof of bank (Bank Statement with latest transaction along with cancelled cheque / cancelled personalized cheque / Bank passbook with latest transaction)
- Identity Proof (Pan card / Election card / Valid Driving license / Valid Passport)

For Change of Signature:

- Client should personally visit to the branch with Proof of identity and bank attestation

For Income proof (For NSEFO trading segment only) any one:

- Copy of ITR Acknowledgement
- Copy of Annual Accounts
- Copy of Form 16 in case of salary income
- Net-worth certificate
- Salary Slip
- Bank Account Statement for last 6 months reflecting income

FOR OFFICE USE ONLY (Mandatory to be filled by branch official)

Branch Name: _____ Received on : _____

Customer Signature _____ Name of Staff _____

Verified by: _____ Employee ID: _____

QRC No. : _____ (Sign): _____

(For CBO use only)

Updated by _____

Authorized by _____

Employee ID _____

Employee ID _____