

**SS Corporate Securities Ltd. (DP ID IN303108 / IN303399/12062000)**

NDM 2, Block-D, 3rd Floor, Netaji Subhash Place, Pitampura, Delhi-110034

Contact No. 011-47003600 (30 Lines)

Instruction No: .....

**Subject: Change In Bank Details / Address / Mobile No. & Email ID**

**Date: .... /...../.....**

Demat Account No. .... In The Name Of.....

**CHANGE IN BANK DETAILS:**

Present Bank Details	New Bank Detail
Bank Name: .....	Bank Name: .....
Address: .....	Address: .....
.....	.....
<b>Account No:</b> .....	<b>Account No:</b> .....
Type Of Account: .....	Type Of Account: .....
MICR: .....	MICR: .....
IFSC: .....	IFSC: .....

**CHANGE IN ADDRESS:**

Present Address	New Address
.....	.....
.....	.....
.....	.....
.....	.....
<b>State:</b> .....	<b>State:</b> .....
<b>Pin Code:</b> .....	<b>Pin Code:</b> .....

**CHANGE IN MOBILE NUMBER / E-MAIL ID :-**

I/We request you to record mobile no. and email address in our Demat account and start SMS alert facility provided by NSDL. This will over-write the previous details given. Terms and Conditions mentioned over leaf are acceptable to me/us.

	1 <sup>st</sup> Holder	2 <sup>nd</sup> Holder	3 <sup>rd</sup> Holder
<b>Name of Holder</b>			
<b>Adhaar No.</b>			
<b>Annual Income</b>			
<b>Mobile No.</b>			
<b>Relationship with the person whose Mobile number is provided</b>	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent children <input type="checkbox"/> Dependent parents	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent children <input type="checkbox"/> Dependent parents	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent children <input type="checkbox"/> Dependent parents
<b>Email ID</b>			
<b>Relationship with the person whose Email ID is provided</b>	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent children <input type="checkbox"/> Dependent parents	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent children <input type="checkbox"/> Dependent parents	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent children <input type="checkbox"/> Dependent parents
<b>SMS Facility Flag</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mode of Receiving Statement of Accounts : <input type="checkbox"/> Physical Mode <input type="checkbox"/> Electronic Mode			
<b>I wish to receive e-statement :-</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

I hereby declare that the aforesaid mobile number or / and E-mail ID belongs to Me  or  My Family (Spouse, dependent childrens and dependents parents). I have read & understood Term and Conditions (printed Overleaf) for Change in details in my Demat A/c.

Thanking You,

\_\_\_\_\_  
(Sole/First Holder)

\_\_\_\_\_  
(Second Holder)

\_\_\_\_\_  
(Third Holder)

**(Proof of Bank detail with cancelled cheque/ Fresh KYC for Address Change Reqd)**

**\*\* Term and Conditions are on Overleaf.**

## Terms and conditions

### 1.1 Definition

In these terms and conditions the following terms shall have the following meanings:

“Alerts” of “Facility means the customized messages with respect to specific events/ transactions relating to an investor’s Account sent as Short Messaging Service (SMS) over mobile phone to the investor;

“Investor” means the person who holds an Account;

“Account” means the demat account of the investor with NSDL maintained through its Depository Participant;

“ISIN” means an international Securities Identification Number assigned to a security;

“CSP” means the cellular service provider through whom the investor or NSDL receives the mobile services.

### 1.2 Availability

1.2.1 NSDL at its sole discretion may discontinue the facility at any time by providing a prior intimation through its website or any other medium of communication. NSDL may at its discretion extend the facility to investors who register mobile phones originating outside India.

1.2.2 The alerts would be generated by NSDL and will be sent to the investors on the mobile number provided by the investor and the delivery of the Alert would be entirely based on the service availability of the service provider and connectivity with other cellular circles of the CSPs or in circle forming part of the roaming GSM network agreement between such CSPs. The Alerts are dependent on various factors including connectivity and, therefore NSDL cannot assure final and timely delivery of the Alerts.

1.2.3 The investor will be responsible for the security and confidentiality of his/her Mobile phone and mobile phone number to be used for this facility.

### 1.3 Process

1.3.1 This facility provides alerts to investors over mobile phones for the debits (transfers) and for credits in respect of corporate actions for IPO and offer for sale that have taken place in their accounts, a day after the debit (transfer) /credit. These Alerts will be sent to those investors who have requested such a facility and have provided their mobile numbers to their Depository Participants. Alerts will be sent for debits, if the debits (transfers) are up to five ISINs in a day. In case debits (transfers) are for more than five ISINs, Alerts will be sent with a message that debits for more than five ISINs have taken place and that the investor can check the details with DP or on IdeAS website, if the investor is an IdeAS subscriber. Investors who have provided their mobile numbers to Depository Participant but do not wish to avail of this facility may do so by informing their Depository Participants accordingly.

1.3.2 The investor is duly bound to acquaint himself / herself with the detailed process for using the facility and interpreting the alerts for which NSDL is not responsible for any error / omissions by the investor.

1.3.3 The investor acknowledges that the alerts will be implemented in a phased manner and NSDL may at a later stage; as and when feasible, add more alerts. NSDL may, at its discretion, from time to time change the features of any Alert. The investor will be solely responsible for keeping himself/herself updated of the available Alerts, which shall, on best-effort basis, be notified by NSDL through its website or any other medium of communication.

### 1.4 Receiving Alerts

1.4.1 The investor is solely responsible for intimating in writing to his/her Depository Participant any change in his/her mobile phone number and NSDL will not be liable for sending Alerts or other information over his/her mobile phone number recorded with NSDL.

1.4.1 The investor acknowledges that to receive Alerts, his/her mobile phone must be in an ‘on’ mode. If his/her mobile is kept ‘off’ for a specified period from the time of delivery of an Alert message by NSDL, that particular message may not be received by the investor. The investor acknowledges that the facility is dependent on the infrastructure, connectivity and services provided by the CSPs within India. The investor accepts that timeliness; accuracy and readability of Alerts sent by NSDL will depend on factors affecting the CSPs and other service providers. NSDL shall not be liable for non-delivery or delayed delivery of Alerts, error, loss or distortion in transmission of Alerts to the investor.

1.4.2 NSDL will endeavor to provide the facility on a best effort basis and the investor shall not hold NSDL responsible/liable for non-availability of the facility or non performance by any CSPs or other service providers or any loss or damage caused to the investor as a result of use of the facility (including relying on the Alerts for his/her investment or business or any other purposes) for causes which are attributable to /and are beyond the control of NSDL. NSDL shall not be held liable in any manner to the investor in connection with the use of the facility.

1.4.3 The investor accepts that each Alert may contain certain account information relating to the investor. The investor authorizes NSDL to send any other account related information, though not specifically requested, if NSDL deems that the same is relevant.

### 1.5 Withdrawal or Termination

1.5.1 NSDL may, in its discretion, withdraw temporarily or terminate the facility, either wholly or in part, at any time. NSDL may suspend temporarily the facility at any time during which any maintenance work or repair is required to be carried out or in case of any emergency or for security reasons, which require the temporary suspension of the facility.

1.5.2 Notwithstanding the terms laid down in clause 1.5.1 above, either the investor or NSDL may, for any reason whatsoever, terminate this facility at any time. In case the investor wishes to terminate this facility, he/she will have to intimate his/her Depository Participant accordingly.

### 1.6 Fees

1.6.1 At present, NSDL levying no charge for this facility on the Depository Participants. The investor shall be liable for payment of airtime or other charges which may be levied by the CSPs in connection with the receiving of the Alerts, as per the terms and conditions between the CSPs and investors, and NSDL is in no way concerned with the same.

### 1.7 Disclaimer

This facility is only on Alert mechanism for the investors and is not in lieu of the Transaction Statements required to be provided by the Depository Participant to its clients.

1.7.1 NSDL shall not be concerned with any dispute that may arise between the investor and his/her CSP and makes no representation or gives no warranty with respect to the quality of the service provided by the CSP or guarantee for timely delivery or accuracy of the contents of each Alert.

1.7.2 The investor shall verify the transactions and the balances in his/her account from his/her Depository Participant and not rely solely on Alerts for any purpose.

1.7.3 NSDL will not be liable for any delay or inability of NSDL to send the Alert or for loss of any information in the Alerts in transmission.

### 1.8 Liability

1.8.1 NSDL shall not be liable for any losses, claims and damages arising from negligence, fraud, collusion or violation of the terms herein on the part of the investor and/ or a third party.

#### **For receiving Statement of Account in electronic form:**

Client must ensure the confidentiality of the password of the email account.

Client must promptly inform the Participant if the email address has changed.

Client may opt to terminate this facility by giving 10 days prior notice. Similarly, Participant may also terminate this facility by giving 10 days prior notice.

#### **Requirements**

#### **For Change in Bank Details:**

- **Copy of Cancel Cheque having Name and Account Number of Account Holder printed on it. In case of Non printing of Name & Account number on cancelled cheque, Latest Bank Statement or Bank Pass Book. (Not older than three Months)**

#### **For Change in Address:**

- **KYC needs to be updated for change of Address. (Copy of Address Proof and Pan Card with KYC Form and Modification form required )**

**(Kindly Attach Proof of Identity for any type of modifications in demat account.)**

**Trading Account Modification Form**

To,

Date:

SS Corporate Securities Ltd.  
 NDM-2, 3<sup>rd</sup> Floor,  
 Block-D, Netaji Shubash Place  
 Delhi-110034

Dear Sir,

**Sub: Modification of my particulars in Trading Account****Ref: My /Our client code no.** \_\_\_\_\_ **PAN:** \_\_\_\_\_ **Name:** \_\_\_\_\_

Please make necessary changes/additions/modification in my/ our captioned brokerage account as per details given below:-

**1. Address Modification. (Necessary proof must be submitted)**

	Permanent Address	Correspondence Address
Building Name		
Street/ Road		
Area		
Landmark (if any)		
City		
Pin Code		

**2. Contact Details**
 Addition
                         
  Modification

<b>Telephone No:</b>	<b>Mobile No:</b>
<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent children <input type="checkbox"/> Dependent parents	
<b>Email ID:</b>	
<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent children <input type="checkbox"/> Dependent parents	

**3. Bank Details. (Necessary proof must be submitted)**
 Addition
                         
  Modification

Bank Details	
Branch	
Address	
A/c No	
A/c Type	Saving/ Current/ Cash Credit
MICR No	
IFSC CODE	
Mark as Default	Yes/ No

**4. Demat Account Details. (Necessary Proof must be submitted)**
 Addition
                         
  Modification

<b>DP ID</b>	
<b>DP Name</b>	
<b>Client ID</b>	
<b>Mark As Default</b>	<b>Yes / No</b>

 We confirm the data as per your records are correct

 \_\_\_\_\_  
 (Signature of the Client / Authorised Signatories with stamp)
**FOR OFFICE USE ONLY****Checked by:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

## **Document checklist for submission with account modification letter**

### **Particulars**

#### **Documents for updating Address in Trading Account**

##### **1. In case of individual (All photocopies should be self attested)**

- Photocopy of PAN
- Photocopy of Voter ID Card
- Photocopy of Aadhaar
- Photocopy of Passport
- Photocopy of Driving License
- Photocopy of Bank Passbook or Bank Statement

##### **2. In case of Non-Individual**

- Photocopy of Utility Bills like Telephone bill, Electricity Bill (Should not be more than 2 months old)
- Photocopy of "Form 18" in case of Corporate Body
- Photocopy of Bank Passbook or Bank Statement

#### **Document for noting change in Bank Details**

- Cancelled personalized Cheque Leaf
- Photocopy of Passbook
- Photocopy of Bank statement (Should not be more than 2 months old)

#### **Documents for noting change in Demat Account:**

- Photocopy of DP Master
- Photocopy of Current holding statement



\_\_\_\_\_  
Signature of the Client/Authorised Signatories with Stamp

#### **Note:-**

- 1) Submit any one of the acceptable proofs. Proofs should be self-attested.**
- 2) In case of Non-Individual, proofs should be signed by authorized signatories Authorised Signatories for HUF is karta, Partnership is Partners, Trust is Trustee Corporate Body- authorised directors**