



**Address proof for Correspondence address / permanent address whichever is getting changed  
Details of proof required for First Holder.(any one of the following self attested documents)**

- Passport (validity should not have expired & Passport Copy Mandatory for NRIs & Foreign Nationals)
- Voter ID Card
- Aadhaar Card
- Driving license (validity should not have expired)
- Verified copy of
  - i) Electricity bills (not more than three months old) ii) Telephone bills only landlines (not more than three months old)
  - iii) Flat Maintenance bill/ Insurance Copy /Aadhaar Letter issued by Unique Identification Authority of India.
- Identity card/document with applicant's photo issued by
  - i) Central / State Government and its Departments ii) Statutory/Regulatory Authorities iii) Public Sector Undertakings
  - iv) Scheduled Commercial Banks v) Colleges affiliated to Universities (this can be treated as valid only till the time the applicant is a student)
  - vi) Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, etc., to their Members vii) Public Financial Institutions
- Leave & License agreement with utility bill on the name of owner (not more than two months old) / agreement for sale
- Copy of Pass Book of other bank accompanied with entries of at least last 3 months/ latest banker verification should be obtained statement of the passbook.
- If Customer submits the other Bank statement as address proof, a cancelled cheque is mandatory. The following points to be checked by bank officials:
  - a. Photocopies of bank statement required with verified with original stamp
  - b. Copy of bank statement clearly displays the logo & name of the bank, displays the name, address and bank transactions/balance of the customer for the latest quarter ending.
  - c. The bank details including the account number mentioned on the cheque matches with that mentioned in the bank statement submitted as POA

\*For NRI customers, In person verification required of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.

**CHECKLIST**

Items to be checked	Action to be initiated by the branch	Tick for verification by the Bank
Signature	Signature of all holders is present on the form	<input type="checkbox"/> Checked
Proof of Address (self-attested photocopy with original for verification)	Address proof of primary holder is verified with original and the "Verified with Original" stamp is affixed	<input type="checkbox"/> Checked
Proof of Identity (self-attested photocopy with original for verification)	<ul style="list-style-type: none"> <li>• Identity of the account holder is verified</li> <li>• In-person verification stamp is affixed on the form</li> </ul>	<input type="checkbox"/> Checked
Status of account	Address modification request for a closed account should not be accepted.	<input type="checkbox"/> Checked
KRA modification form	Need to check if customer has filled the KRA modification form	<input type="checkbox"/> Checked

**To be filled in by ICICI Bank officials**

SDO Code: ..... SDO Name: .....INDOC No:.....  
 ..... Date: ..... Bank Branch Seal: .....

SIGNATURE OF BANK OFFICIALS

**Acknowledgement**

We have received your address change request for:

DP ID:

Client ID:

Client ID:

Client ID:

Client ID:

Demat A/c holder's Name \_\_\_\_\_

Received by \_\_\_\_\_

Bank Official Signature \_\_\_\_\_ Branch \_\_\_\_\_ SR No \_\_\_\_\_

Date



# KYC Details Change form (For Individuals Only)

Application No. :

Please fill this update / modification form in ENGLISH and in BLOCK LETTERS (Please strike off Sections that are not used).

## A Name of Applicant (Mandatory as per original KYC records)

Title  Mr.  Ms.  Other (Please specify) \_\_\_\_\_ Aadhaar Number, if any: \_\_\_\_\_ PAN

Name

Date of Birth   /   /

Please Provide the new KYC details which should be updated in your KYC records.

## B. Mandatory fields for KYCs done before 1<sup>st</sup> January 2012

1. Father's/Spouse Name

2. Current Marital status  Single  Married

3. Current Nationality  Indian  Other (Please specify) \_\_\_\_\_

Note "FOR OFFICE USE ONLY": The IPV Column should be mandatorily filled for all KYCs registered before 1st January 2012. Originals Seen and Verified should be mandatorily filled for changes to Identity and Address details.

## C. Identity Details (please see guidelines overleaf)

1. New Name (As appearing in supporting identification document).  
Name

2. New Status Please tick (✓)  Resident Individual  Non Resident (Passport Copy Mandatory for NRIs & Foreign Nationals)

3. PAN  Please enclose a duly attested copy of your PAN Card

4. Proof of Identity submitted for PAN exempt cases Please Tick (✓)  
 Aadhaar Card  Passport  Voter ID  Driving Licence  Others  (Please see guideline 'D' overleaf)

## D. Address Details (please see guidelines overleaf)

1. New Address for Residence/Correspondence

City / Town / Village  State  Country  Pin Code

2. Contact Details

Tel. (Off.) (ISD) (STD)  Tel. (Res.) (ISD) (STD)

Mobile (ISD) (STD)  Fax (ISD) (STD)

E-Mail Id.

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.  
 Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify) \_\_\_\_\_  
 \*Not more than 3 Months old. Validity/Expiry date of proof of address submitted   /   /

4. New Permanent Address of Resident Individual OR Overseas Address (Mandatory) for Non-Resident Individual

City / Town / Village  State  Country  Pin Code

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.  
 Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify) \_\_\_\_\_  
 \*Not more than 3 Months old. Validity/Expiry date of proof of address submitted   /   /

6. Any other information:

### SIGNATURE OF APPLICANT

Old signature as per original KYC  
Wherever Applicable

### DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.

Place:  Date:

### SIGNATURE OF APPLICANT

Seal/Stamp of the intermediary should contain  
Staff Name  
Designation  
Name of the Organization  
Signature  
Date

### FOR OFFICE USE ONLY

IPV Done  on   /   /

AMC/Intermediary name OR code \_\_\_\_\_  
 (Originals Verified) Self Certified Document copies received  
 (Attested) True copies of documents received  
 Main Intermediary \_\_\_\_\_

Seal/Stamp of the intermediary should contain  
Staff Name  
Designation  
Name of the Organization  
Signature  
Date