

## **Offline Client – Change in Client Master Details:**

### **PRE-CHECK**

Following pre-check to be done before sending the requests for change in Client Master details of offline clients [Trading & DP accounts (CDSL/NSDL)] to enable us to process the requests expeditiously and to avoid possible rejections.

1. All client's who have been trading under offline mode and wish to change their Contact details/ Bank Details/ Demat details needs to fill up the Offline Client- Change in Client Master forms duly signed.
2. All holders are required to sign the modification request form. Signatures of all the holders should match with SSL records
3. For Change in Contact details:
  - Correspondence address should be in the name of client only, if it's in the name of Spouse relationship proof is must (for e.g. Passport, Marriage Certificate) which should contain the name of your spouse.
  - If the address proof provided contains short address or old Land Mark which does not exist anymore, you can always mention famous Land Mark nearby (for e.g. above, next to, opposite to, behind etc) it will help us to deliver the correspondence to you on time.
  - Permanent address should not begin with C/o, Hostel, Shop; Office & It should be in the name of the Client only.
  - Validity of supporting documents.-For e.g. bill should not be more than 3 months old (From billing date), & Documents having validity date should not be within 6 months of the expiry Date.

- Mobile no should be in 10 digits, Mentioned STD or ISD code (Whichever applicable) while mentioning the contact number.

#### 4. For Change in Bank Details

- You should be first holder in new Bank account
- MICR and IFSC code should be correctly mentioned and should exactly match with the proof submitted cheque leaf is must (whether provided in original or photocopy) this will help us to credit your dividend directly to your account.
- Validity of bank proof documents.-For e.g. Bank statement should not be more than 3 months old

#### 5. For Change in DP details

- You should be first holder in DP account
- Validity of DP proof documents.-For e.g. DP holding statement statements, Client Master Report should be latest (Within one year)
- Demat Account status should be in “Active” status
- The Client Master must contain the Seal of the DP and the signature of the authorized person. Internet statements of Demat Account are not accepted as a valid proof of Demat

To,  
**SBICAP Securities Ltd.**  
12th Floor, "A & B " Wing, Marathon Futurex,  
N. M. Joshi Marg, Lower Parel (E), Mumbai- 400013.  
Tel.: 022 - 43487240 / 41

Client Name \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Branch Name & Code \_\_\_\_\_  
Submission Date:

CDSL |  NSDL

**Sub.: Application for Change in Client Master (To be Filled in CAPITAL letters only)**

Dear Sir,

Please make necessary changes / addition in my/our account/s as per details given below: **(PLEASE TICK APPR OPRIATE OPTION TO MAKE NECESSARY CHANGES)**

<b>CHANGE TO BE EFFECTED IN :</b>	Trading Account <input type="checkbox"/>	Depository Account <input type="checkbox"/>	Trading + Depository Account <input type="checkbox"/>
<b>Trading Code:</b> <input type="text"/>	<b>BO ID:</b> <input type="text"/>		
<b>Name of 1st Holder</b> _____			
<b>Name of 2nd Holder</b> _____			
<b>Name of 3rd Holder</b> _____			

CHANGE OF PERMANENT /LOCAL ADDRESS (Proof Required)	
Change requested in: <input type="checkbox"/> Permanent <input type="checkbox"/> Correspondence Address or <input type="checkbox"/> Both	
<b>Existing Address</b> _____ _____ _____ Landmark _____ City _____ PIN* <input type="text"/>	<b>New Address</b> _____ _____ _____ Landmark _____ City _____ PIN* <input type="text"/>
State _____	State _____

CHANGE OF MOBILE NO. AND EMAIL ID (Proof Not Required)	
<b>Existing Details</b>	<b>New Details</b>
Tel. No. _____	Tel. No. _____
Mobile: _____	Mobile: _____
Email id: _____	Email id: _____

BANK DETAILS (Proof to be submitted for the same)		<input type="checkbox"/> ADD <input type="checkbox"/> DEFAULT
<b>Existing Details</b>	<b>New Details</b>	
A/c No. _____	A/c No. _____	
A/c Type: <input type="checkbox"/> Saving <input type="checkbox"/> Current <input type="checkbox"/> Others _____	A/c Type: <input type="checkbox"/> Saving <input type="checkbox"/> Current <input type="checkbox"/> Others _____	
Bank Name _____	Bank Name _____	
Branch Name _____	Branch Name _____	
MICR Code: _____	MICR Code: _____	
IFSC Code: _____	IFSC Code: _____	

DP Details (Proof to be submitted for the same)			<input type="checkbox"/> ADD <input type="checkbox"/> DEFAULT
DP ID <input type="text"/>	DP NAME <input type="text"/>	CLIENT ID <input type="text"/>	

Other Changes - Please specify change other than above mentioned	Addition / Modification / Deletion (Please Specify)	Existing Details	New Details

<b>Signature</b>	1st Holder	2nd Holder	3rd Holder
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NOTE: 1. Please furnish proper proofs for change in master. 2. Please submit the same in duplicate for acknowledgment. 3. If changes are to be done in DP - then all holder as per DP A/c must sign the documents . 4) Please provide supporting documents for Other Changes

For Office Use Only	Demat	Trading	BRANCH STAMP	HO STAMP
Scrutiny By Name / Emp Code				
Data Entered By				
Verified By				
Reference No.				

- For any Assistance you may kindly contact your request SSL Branch or Call (022) 6854 5555 | Write to us helpdesk@sbicapsec.com
- Compliance Officer - Mr. Dhirendra Rautela - Email: complaints@sbicapsec.com | Contact No.022-42273301