

CHANGE REQUEST FORM

For Addition/Deletion/Modification of Account Details

DP ID BO ID
 Trading Client ID _____ Date
 Pan No.

I/We request you to make the following Addition/Deletion/Modification to my/our account in your and KRA/CKYC record.

PERSONAL DETAILS	Existing Details			New Details		
Full Name	First	Middle	Last	First	Middle	Last
<input type="checkbox"/> Correspondence Address <input type="checkbox"/> Permanent Address	Line 1			Line 1		
	Line 2			Line 2		
	Line 3			Line 3		
	City		Pincode	City		Pincode

Address Proofs: Passport, Voter ID card, Driving license, UID Card, Bank passbook/statement with cancel cheque, Electricity bill (not more than two months), Telephone bill - Land line (not more than two months)

Contact Details	<input type="checkbox"/> Primary Email ID	<input type="checkbox"/> Secondary Email ID	New Mobile No.
Existing			
New			
Mobile No. belongs to:	Self <input type="checkbox"/>	Spouse <input type="checkbox"/>	Dependent Children <input type="checkbox"/>
Email id belongs to:	Self <input type="checkbox"/>	Spouse <input type="checkbox"/>	Dependent Children <input type="checkbox"/>
	Dependent Parents <input type="checkbox"/>	Owner's PAN <input type="text" value=""/>	Owner's PAN <input type="text" value=""/>

Change of Signature [Refer point C of instructions]

Old Signature _____ New Signature _____

Aadhaar UID No. GSTIN:

BANK DETAILS	Existing Details		New Details	
<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Addition <input type="checkbox"/> Modification <input type="checkbox"/> Deletion	Bank Name		Bank Name	
	Account Number		Account Number	
	IFSC <input type="text" value=""/>		IFSC <input type="text" value=""/>	
	MICR <input type="text" value=""/>		MICR <input type="text" value=""/>	

Bank proof: Bank Statement / Bank Passbook (not more than 2 months old, seal of Bank alongwith Name, Designation, date & signature of Bank Official)
 Banker's Certificate on letter head of the Bank (ORIGINAL) Cancelled Original Personalized Cheque leaf [Refer point D of instructions]

EXCHANGE SEGMENT [Refer point B of instructions]

Activation Deactivation NSE FO BSE FO NSE Currency NSE SLBS MCX NCDEX

Income Proof: ITR Acknowledgement Annual Accounts Form 16 Networth Certificate Salary Slip Bank A/c Statement for last 6 month reflecting income.

OTHER MODIFICATION: Running Account Authorisation - Settlement Preference & Income Range (Tick any one)

Once in a calendar Quarter Once in a calendar Month **Income Range** 0 - 1 Lac 1 - 5 Lacs 5 - 10 Lacs
 10 - 25 Lacs 25 Lacs and above

Declaration : I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief. 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. Documents pertaining to Rights & Obligations were made available to me/us.

I/we hereby authorize and request Reliance Securities to provide the above details to Reliance Commodities, for updating the same in my Commodity trading account with them.

	First/Sole Holder	Second Holder	Third Holder
Name			
Signature			

Client has to bring the original documents alongwith the CRF for verification else all the documents shall be attested by the people authorised as mentioned in the point F of instructions.

ATTESTATION / FOR OFFICE USE ONLY

AMC/Intermediary Name OR Code	Name: _____ Code: _____
<input type="checkbox"/> Originals Verified <input type="checkbox"/> IPV Done	Designation: _____
<input type="checkbox"/> Attested True Copies <input type="checkbox"/> IPV Not Done	Intermediary/Branch _____
QRC No.: _____	Signature

INSTRUCTIONS | CHECK LIST FOR FILLING KYC FORM

A. IMPORTANT POINTS:

1. Change Request Form (CRF) must be submitted in duplicate for acknowledgement.
2. All the fields in the CRF must be filled up, otherwise the Form may be rejected.
3. To be filled in capital block letters in black/blue ink only & tick wherever applicable.
4. Strike off whichever is not applicable.
5. Signature is not mandatory on original personalised cancel cheque.
6. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list. (Refer point. F)
7. In case of proof of identity or address which is in other than English & Hindi language, then translation into English is required.
8. Name & address of the applicant mentioned on the CRF form, should match with the documentary proof submitted.
9. Thumb impression and signatures other than English, Hindi or any of the other language not contained in the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a special Executive Magistrate
10. In case of name mentioned in proof submitted with CRF and Name mention in client account with us does not matches, than additional Identity proof is required along with declaration.

B. Change in Name

1. In case of change in name on account of marriage following documents shall be submitted:
 - a. Marriage Certificate
 - b. Copy of Passport showing husband's name
 - c. Publication of name change in official gazette.
2. In case of change in name on account of reasons other than marriage
 - a. Publication of name change in official gazette.
3. In case of change in father's name
 - a. Publication of name change in official gazette.

C. Change of Signature

1. Client should personally visit to the branch and submit the CRF along with copy of Proof of Identity (Self Attested).
2. New signature shall match with signature in the proof of identity submitted.
3. In case new signature is not matching with proof of identity than bank attestation letter shall be submitted.

D. Bank Proof: List of documents admissible as Bank proof

1. Bank Statement / Bank Passbook (not more than 2 months old, seal of Bank alongwith Name, Designation, date & signature of Bank Official)
 2. Banker's Certificate on letter head of the Bank (ORIGINAL)
 3. Cancelled Original Personalized Cheque leaf
- Bank Name, Bank Logo, Branch Address, IFSC & MICR code, Name of account holder and Account Number, all these details are required in the above documents.

E. Exchange Segment.

1. For Deactivation of segment, client need to ensure that there is no open position in his account
2. No need to give identity proof (Pancard copy) along with CRF to change the exchange segment.

F. List of people authorized to attest the documents:

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, and Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.

Important Note: Proof of identity of client (self attested) is mandatory along with Change Request Form, incase not submitted personally.