



APPLICATION FOR ACCOUNT DETAILS ADDITION/MODIFICATION/DELETION

Paragon Center, C-06, Ground floor, P B Marg, Worli, Mumbai-400013; Tel: 91 22 66299299; Fax: 91 22 66299290, E-mail:commo.bo@emkayglobal.com, Website:www.emkayglobal.com

Trading Code: _____

Date: _____

Please fill all the details in Block Letters in English. Please mark (✓) on the appropriate column.

Client Name _____

To, **Emkay Commotrade Ltd.**, Paragon Center, C-06, Ground floor, P B Marg, Worli, Mumbai-400013.

Dear Sir/Madam, I/We request you to make the following Additions/Modification/Deletions to my/our Trading account in your records.

Address modification: Correspondence Permanent (Permanent address modification done only in DP) Registered Address (only for non-individual)

Existing Details	New Details
Address: _____ _____	Address: _____ _____
City/town/village : _____ State: _____	City/town/village : _____ State: _____
Country: _____ Pincode: _____	Country: _____ Pincode: _____

***Documents Required:** Ration Card Passport Voter ID Driving License Bank Passbook/Statement (not older than 4 months)
Electricity/Telephone Bill (not older than 3 months) Leave & Licence Agreement/Agreement for Sale Govt. proof/others (please specify) _____

Bank Details: Addition Modification Deletion

Existing Details	New Details
Bank Name : _____	Bank Name : _____
Branch/Address : _____	Branch/Address : _____
A/c No. : _____ A/c Type: _____	A/c No. : _____ A/c Type: _____
IFSC code : _____	IFSC code : _____
MICR(mandatory): _____	MICR(mandatory): _____ <input type="checkbox"/> Default for Trading

***Documents Required:** Bank/Passbook statement (not older than 3 months) Cancelled Cheque Leaf with name printed Letter from bank

Contact Details: Addition Modification Deletion

Existing Details	New Details
Tel No.☎: _____ Mob 📱 : _____	Tel No.☎: _____ *Mob 📱 : _____
Email ID ✉: _____	*Email ID ✉: _____

Please specify the new mobile no. registered in the name of _____

* To activate SMS & Email option on updated mobile number / email id requires SMS & email alert consent form as per Exchange prescribed format.

* Change of email id shall automatically change email id for ECN and other confirmation.

Request to update Financial details Occupation Status Others (Please specify) _____

	Existing Details	New Details
Financial Details	<input type="checkbox"/> Below 1,00,000 <input type="checkbox"/> 1,00,001 to 5,00,000 <input type="checkbox"/> 5,00,001 to 10,00,000 <input type="checkbox"/> 10,00,001 to 25,00,000 <input type="checkbox"/> 25,00,000 & above	<input type="checkbox"/> Below 1,00,000 <input type="checkbox"/> 1,00,001 to 5,00,000 <input type="checkbox"/> 5,00,001 to 10,00,000 <input type="checkbox"/> 10,00,001 to 25,00,000 <input type="checkbox"/> 25,00,000 & above
Occupation	<input type="checkbox"/> Private sector <input type="checkbox"/> Public sector <input type="checkbox"/> Govt. <input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Farmer <input type="checkbox"/> Others _____ (Please specify)	<input type="checkbox"/> Private sector <input type="checkbox"/> Public sector <input type="checkbox"/> Govt. <input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Farmer <input type="checkbox"/> Others _____ (Please specify)
Status (Please check anyone)	<input type="checkbox"/> Resident Individual <input type="checkbox"/> Non-Resident <input type="checkbox"/> Foreign National (If Non-Resident / Foreign National self-attested copy of statutory approval obtained must be attached) <input type="checkbox"/> Private Ltd. <input type="checkbox"/> Body Corporate <input type="checkbox"/> Trust <input type="checkbox"/> LLP <input type="checkbox"/> Public Ltd. <input type="checkbox"/> Partnership <input type="checkbox"/> HUF <input type="checkbox"/> Others _____ (Please specify) (In Case of Foreign Shareholder self-attested copy of statutory approval obtained must be attached)	<input type="checkbox"/> Resident Individual <input type="checkbox"/> Non-Resident <input type="checkbox"/> Foreign National (If Non-Resident / Foreign National self-attested copy of statutory approval obtained must be attached) <input type="checkbox"/> Private Ltd. <input type="checkbox"/> Body Corporate <input type="checkbox"/> Trust <input type="checkbox"/> LLP <input type="checkbox"/> Public Ltd. <input type="checkbox"/> Partnership <input type="checkbox"/> HUF <input type="checkbox"/> Others _____ (Please specify) (In Case of Foreign Shareholder self-attested copy of statutory approval obtained must be attached)
Others	_____	_____

Please submit your income proof (not older than 3 months)

*Note: Proof required to be self attested from all the holders.

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

☞ _____ Client Signature

Acknowledgment Receipt

Trading Code: _____

Date: _____

We hereby acknowledge the receipt of your instruction for modification of the following account subject to verification:

Modification request for (specify reason): _____

Client Name	_____
Signature	_____

For Emkay Commotrade Limited

(KYC Seal & Signature)

*Please note that the said Modification Form and overleaf instructions should be printed on the same page (back to back).

INSTRUCTIONS/CHECK LIST FOR FILLING MODIFICATION FORM

1. Self attested copy of PAN card is mandatory for all clients in all type of change request.
2. 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 auhorised for attesting the documents, as per the below mention list.
3. If any proof of address is in other language, then translation into English is required.
4. Name & address of the applicant mentioned on the Modification form, should match with documentary proof submitted.
5. Documents having an expiry date should be valid on the date of submission.
6. Account modification form duly signed by the client.
7. The following Government Proof is consider as a address proof while giving for modifying address details:
 - a) Central/State Government and its Departments
 - b) Statutory / Regulatory Authorities
 - c) Public Sector Undertakings
 - d) Scheduled Commercial Banks
 - e) Public Financial Institutions
 - f) Colleges affiliated to universities
 - g) Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their members.
8. The following modification details mentioned in Other Details option:
 - (I) New Marital
 - (ii) New Nationality
 - (iii) New Status (Resident Individual/Non Resident)
 - (iv) Net-worth
 - (v) Name, PAN, DIN / UID, residential address and photographs of Promoters / Partners / Karta / Trustees / whole time directors (Please use the annexure to fill in the details)