



REQUEST FOR Branch Transfer/Address/Bank Details change

Date: _____

To
Stock Holding Corporation of India Ltd.
Branch: _____

DP Id _____ Client Id _____

1) Transfer from _____ to _____
(To be mentioned in case of inter-city address change)

2) **Address Details :**

Old Address To be mentioned correspondence or permanent	New Address (Proof of Residence for all holders required alongwith original for verification & return) To be mentioned correspondence or permanent
	Pincode (compulsory)
	Phone Nos.:
	Mobile no. SMS Y or N
	email id:

3) **Bank Details (Please enclose copy of bank passbook and cancelled cheque leaf)**

	Old Bank Details	New Bank Details
Account No./ Type		
Bank Name		
Branch Name		
Branch Address (Pincode compulsory)		
	9 digit MICR code (compulsory for branches with MICR clearing - attach copy of cheque leaf)	
	IFSC Code	

4) **Please cancel my ECS flag for old bank details.**

5) **AWT facility Yes or No**

6) **Do you want ECS facility for clearing DP Bills Yes or No** * If yes pls submit ECS form.

I/We authorise Mr/Ms _____ to submit the request on my/our behalf at my/our risk & responsibility. The representative signature is appended below and it is attested by me/us.

Signature of authorised representative _____

Signature of holders _____
(All the holders have to sign the request)

(To be filled in at the counter)

Signature of the client/ authorised representative submitting the request at the counter _____

Verified and accepted by:

Employee Name & Code _____ Employee Sign & Date _____
(Details of Location Shift/ Branch transfer, as applicable, explained to the client)

Important Notes:

1. The person submitting the request to provide copy of proof of identity, alongwith original for verification & return, and copy of latest transaction statement
2. Please submit copies of Proof of Identity for all the holders, if not submitted already. Original to be produced for verification & return.
3. Please clear the payment dues.
4. Please ensure that you have received your Nomination registration number for your nomination in the DP a/c.
5. Please note that if the old bank details are getting changed, then ECS flag for old bank details will be automatically cancelled when the new bank details get updated.