



ACCOUNT MODIFICATION REQUEST FORM

Application Date: _____
Service Req No: _____
Branch Code: _____

CUSTOMER ACCOUNT TYPE:

Resident Individual Non Individual Non Resident

PERSONAL DETAILS

NAME (as per Banking Records) _____

Customer ID: _____; Account Number: _____

CHANGE OF ADDRESS/ CONTACT DETAILS:

(Kindly provide proof of the new mailing address along with this form. If address needs to change mention new address alone / if contact details and email id need to change mention contact details alone/ if both mention both address and contact details for modification)

For Resident/Non-Individual customers

MAILING ADDRESS

PERMANENT ADDRESS

*If permanent Address is same as the Mailing Address, please tick Same as Mailing Address

For Non-Resident customers

INDIAN ADDRESS

OVERSEAS ADDRESS

*Please tick correspondence Address
 Indian Address Overseas Address

Mobile Number: _____

Tel phone Number: **STD** _____

Email ID: _____

Signature of Customer

INSTA ALERT REGISTRATION:

I wish to apply for Insta alerts through

MOBILE NUMBER: _____

E-Mail ID: _____

INSTA ALERT DE-REGISTRATION:

Kindly De- Activate Insta alert registration linked to my Account number: _____.

PRINT NOMINEE NAME* Yes No

*Depending upon the option selected here, nominee name will get printed / not printed on statements, passbooks, etc.

NAME CHANGE REQUEST:

Change of Name Reason for name change: _____

Present Name: _____

New Name: _____

PAN NUMBER UPDATION: (Attach pan card copy with self-attestation)

I wish to update my PAN number in my Account Number: _____

PAN Number: _____.

MODE OF OPERATION CHANGE:

Kindly change the mode of operation in my account number: _____;
_____ as

Single Either/Survivor Jointly Anyone / survivor

UPDATE CORRECT DATE OF BIRTH:

Request to change Date of Birth (provide a valid age proof) _____ (dd/mm/yyyy).

UPDATION OF AADHAAR

I voluntarily submit my Aadhaar number _____ and authorise the bank to carry out authentication of my Aadhaar number using e-KYC authentication facility provided by Unique Identification Authority of India, for the purpose of updation in my account in accordance with CBDT Income Tax (Fifteenth Amendment) Rules 2022 (or) Aadhaar (Targeted Delivery of Financial and Other subsidies, Benefits and Services) Act, 2016

I have been given to understand that the documents submitted to the Bank shall not be used for any other purpose except for the purpose mentioned above or as per requirements of law

DECLARATION:

I agree that the Bank may debit my account for service charges as applicable from time to time. (for Insta alert charges). I confirm that all details provided on the form are correct.

Signature of the Account Holder

Signature of the Account Holder

IMPORTANT NOTES :

1. For Individual - at Account level changes, all the account holders need to sign whereas at Cust ID level changes, respective Cust ID holder has to sign for Non-Individual, signatures as per MOP required.
2. Change requested above would be effected in the Bank's within a period of 4 to 5 working days from the date of receipt at the branch and the said changes would be effective in the system from that date only.
3. To be accompanied by a copy of the gazette notification along with updated PAN Card. If the change of name is on account of marriage, an attested copy of the marriage certificate along with updated PAN Card must be submitted (Applicable for CASA accounts only).
4. For change in address, please provide proof (self-attested) of the new address by submitting a copy of Passport / Driving License / Election Card / Aadhaar Card.
5. For updating PAN Number, kindly provide a self-attested copy of PAN Card and produce the original for verification.
6. For change in Mobile / E-mail Id, please provide an ID proof.
7. For Date of Birth change, please provide valid DOB proof like, PAN CARD/ ELECTION CARD/AADHAAR CARD/DRIVING LICENSE.
8. In case, where operating instruction have been changed from singly or Either or Survivor to joint operation, the ATM/ Debit cards would be hot listed/ discontinued automatically. Only view access will be provided in Net banking for joint MOP
9. In case of change in Overseas Address wherein customer has relocated to different country/state basis which taxation treatment is different, kindly submit a FATCA declaration.

FOR BANK USE:

Sourcing Branch Name and Code: _____

Customer visited the branch in person and submitted the request (To be ticked)

True copy of ID proof submitted for Mobile number/ Email ID change (To be ticked)

Account level verification done by:

_____ (Name)

_____ (Signature)

_____ (Emp ID)

_____ (Date)

Approved by Sign: _____

Name of the Approver: _____

Customer Acknowledgement

We acknowledge the receipt of Customer Modification instruction from Mr. /Mrs. / Ms. _____ relating to Account number/ Cust ID: _____ under service request number: _____.

Date: _____

Bank Official (Sign and stamp)

For Equitas Small Finance Bank LTD.