

**REQUEST FOR CHANGE OF ADDRESS, BANK DETAILS,  
DEPOSITORY DETAILS OR CONTACT DETAILS**

To,  
**Axis Asset Management Company Ltd.**  
 1st Floor, Axis House, Bombay Dyeing Mills Compound,  
 Pandurang Budhkar Marg,  
 Worli, Mumbai 400025, India.  
**Tel 91 22 4325 5161 Fax 91 22 4325 5199**

Date

PMS folio no.

PMS portfolio

Dear Sir / Madam,

I / We wish to change: [please tick "✓" as applicable (Refer instructions mentioned overleaf)]

Bank Account Details

Depository Account Details

Address Details

Contact Details

**New Bank Account of the First Holder (proofs as mentioned overleaf are required) (for redemption)**

Bank Name

Branch Name and Address

A/c number  Type of A/c  MICR no.

Account in the name of  IFSC code

**New Depository Account Details of the First Holder (proofs as mentioned overleaf are required) For the purpose of redemption in the form of securities.**

Depository Client ID

Depository Name

Depository ID  Type of Depository: NSDL / CDSL

Depository Address

**New Address Details (proofs as mentioned overleaf are required)**

Name

Address

**Updation of Contact details (no proofs required)**

Residence no.  Mobile

Office no.  Fax no.

Email Address

Full Signature

Sole / First Applicant / POA Holder

Full Signature

Second Applicant

Full Signature

Third Applicant

**INSTRUCTIONS**

- 1 Change request for Address / Bank / Depository Account details should be compulsorily accompanied with a valid proof in order to avoid delay in updation of records.
- 2 Below are the various Document proofs (self attested and verified with originals) accepted for the respective change request.

<b>Bank Account Proof</b>	<b>Demat Account Proof</b>
<ul style="list-style-type: none"> <li>• Latest Copy of the bank statement not more than 3 months old</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the demat statement</li> </ul>
<ul style="list-style-type: none"> <li>• Letter by the bank giving the account details (should be dated not later than 7 days from change request letter)</li> </ul>	<ul style="list-style-type: none"> <li>• Client Master copy from DP</li> </ul>
<ul style="list-style-type: none"> <li>• Photocopy of Pass book giving the latest account details</li> </ul>	<ul style="list-style-type: none"> <li>• Letter from DP giving account details</li> </ul>
<ul style="list-style-type: none"> <li>• Cancelled cheque bearing the investors name pre-printed</li> </ul>	

**Address Proof**

- Valid Passport
  - Latest Bank account statement (not more than a quarter old as on date of submission) with bank seal/ bank passbook & copy of cancelled cheque from same account.
  - Valid Driving License       Voter's Identity Card       Ration Card
  - Latest Telephone bill (Only landline telephone bill and not more than two months old)
  - Latest Electricity bill (Not more than two months old)
  - Registered Leave & License Agreement or Registered Agreement for sale.
  - Self - Declaration by High Court & Supreme Court judges giving the new address in respect of their own accounts.
  - Identity Card / Document with address issued by
    - a Central / State Government & 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/ Bar Council, etc. to their members.
- 3 Bank account / Depository account holders should be of same holder as per PMS folio.
  - 4 All Holders should sign this request.
  - 5 All details will be updated 7 days from the date of receipt at the AMC office mentioned below.

**Disclaimer:** By submitting the Contact details, Email Id, etc hereinabove, the Client hereby authorizes Axis Asset Management Company Ltd. (the AMC) to update the E-Mail ID contact details and use the information for various purposes including but not limited to mailing product updates, account portfolio and other periodic statements, confirmatory communications, etc. Under no circumstances, shall the AMC, its employees, directors, and its third party agents, be liable for any direct, indirect, incidental, special or consequential damages, or any damages whatsoever, including punitive or exemplary (including, but not limited to, damages caused by any virus, personal injury, negligence, loss of profits, loss of data or other intangible information, business interruption, loss of privacy, or any pecuniary loss), arising out of or in any way connected with the use of the Email ID and other contact details for the aforesaid purposes. All details will be updated 7 days from the date of receipt at the AMC office mentioned below. It is recommended that the details to be updated be filled up in legible clear handwriting. Axis Asset Management Company reserves the right to reject the updated contact information form submitted if the same is illegible or unreadable or damaged / mutilated or tampered with, giving any reason to the investor. Axis Asset Management Company would not be liable for any consequential loss or damage suffered by the investor as a result of non-updation of the above contact details if the same is unreadable or damaged / mutilated or tampered with or if it is not delivered to the AMC for any reason.

Full Signature

Sole / First Applicant / POA Holder

Full Signature

Second Applicant

Full Signature

Third Applicant

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