



DP ID _____ BO ID _____ Date

Trading Client ID _____ PAN No.

I/We request you to make the following Addition/Deletion/Modification to your and KRA/CKYC record

PERSONAL DETAILS	Existing Details	New Details
Full Name		
<input type="checkbox"/> Correspondence Address		
<input type="checkbox"/> Permanent Address		

Address Proofs:

Passport Aadhaar (UID Card) Driving License Voter ID Card Bank passbook/statement
 Electricity Bill (less than 2 months old) Telephone Bill (less than 2 months old)

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

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

Bank Proof : Bank Statement /Bank Passbook (not more than 2 months old) Banker's Certificate on Bank's Letter Head
 Cancelled Personalized Cheque Leaf

Exchange Segment Activation Deactivation
 NSE Cash NSE F&O NSE Currency BSE Cash BSE F&O MCX NCDEX ICEX

Income Proof : ITR Acknowledgement Annual Accounts Form 16 Networth Certificate
 Salary Slip Bank Statement (6 mnths reflecting income)

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 Moneylicious Securities Pvt. Ltd. for updating the same in my Equity /Demat / Commodity account

	First /Sole Holder	Second Holder	Third Holder
Name			
Signature			

AMC/Intermediary Name or Code
 Originals Verified IPV Done
 Attested True Copies IPV Note Done

Name: _____ Code: _____
 Designation: _____
 Intermediary/Branch _____

Signature



INSTRUCTIONS LIST FOR FILLING KYC FORM

A. Important Pointers

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 personalized 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.
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, then 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 along with 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 (Pan card copy) along with CRF to change the exchange segment.

F. List of people authorized to attest the documents:

1. Notary Public, Gazette 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.