

Account Details Addition / Modification / Deletion Request Form
Orbis Financial Corporation Limited , 4A, Ocus Technopolis, Sector 54, Golf Club Road, Gurgaon - 122 002

Application No.		Date	D	D	M	M	Y	Y	Y	Y
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Please fill all the details in Block Letters in English

DP ID	I	N	3	0	3	6	2	2	Client ID								
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Account Holder's Details	
Name of First / Sole Holder	
Name of Second Holder	
Name of Third Holder	

D I/We request to carry out the change of correspondence/permanent address / signature in the demat account

D I/We request to carry out the change of address / signature in the KRA and demat account

I/We request you to make the following additions / modifications / deletions to my/our account in your records.

(Please specify change) Client Name, correspondence /permanent address, bank details, telephone number, sub-status, Mail Id, Annual Income etc.)	Addition / Modification / Deletion (Please specify)	Existing Details	New Details

Attach an Annexure (with signature(s)) if the space above is found insufficient.

	First/Sole Holder	Second Holder	Third Holder
Name			
Signature			

===== (Please Tear Here) =====

Acknowledgement Receipt

Received Account Details Addition / Modification / Deletions request as per details given below :

Application No.		Date	D	D	M	M	Y	Y	Y	Y
DP ID		Client ID								
Name of the Sole / First Holder										
Name of Second joint Holder										
Name of Third joint Holder										
Modification requested for: [Specify reason]										

Depository Participant Seal and Signature

A) Fields marked with '*' is mandatory
 B) Tick '✓' wherever applicable
 C) Please fill the forms in English and Block letters
 D) Please fill the date in DD-MM-YYYY format
 E) For particular section update, please tick '✓' in the box
 Section number and strike off the sections not required to be updated.

F) Please read section wise detailed guidelines / instructions at the end.
 G) List of state/U. T code as per Indian Motor vehicle act, 1988 is available at the end
 H) List of two-character ISO 3166 country codes is available at the end.
 I) KYC No. of applicant is mandatory for update application
 J) The OTP based E-KYC check box is to be checked for accounts opened using OTP based E-KYC in the face to face mode



For Office Use Only (To be filled by financial institution)

Application Type* ☐ New ☐ Update
 KYC No. _____
 Account Type* ☐ Normal ☐ Minor ☐ AADHAR OTP based E-KYC (In Non face to face)
 KYC Mode* ☐ Normal ☐ EKYC OTP ☐ EKYC Biometric ☐ Online KYC ☐ Offline KYC ☐ Digilocker

1. Personal Detail* (Please refer Instruction A at the end)

Prefix _____ First Name _____ Middle Name _____ Last Name _____
 Name* (Same as ID Proof) _____
 Maiden Name* _____
 Father/Spouse Name* _____
 Mother Name* _____
 Date of Birth* _____
 Marital Status* ☐ Married ☐ Unmarried
 Citizenship* ☐ IN-Indian ☐ Others (ISO 3166 Country Code)
 Gender* ☐ M-Male ☐ F- Female ☐ T-Transgender
 PAN* _____
 Residential Status* ☐ Resident Individual ☐ Non – Resident Indian
☐ Foreign National ☐ Person of Indian Origin
 (Passport mandatory for NRIs and Foreign Nationals. PIO selection is only for CKYC and not for KRA KYC. Select NRI or Foreign National based on Nationality of the individual)
 Occupation Type* ☐ S-Service (☐ Private Sector ☐ Public Sector ☐ Government Sector)
☐ O-Others (☐ Professional ☐ Self-Employed ☐ Retired ☐ Housewife ☐ Student)
☐ B-Business
☐ X-Not Categorized

2. Proof of Identity and Address* (Please refer Instruction B at the end)

(Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs))

☐ A - Passport Number _____ Expiry Date _____
☐ B - Voter ID Card _____
☐ C - Driving License _____ Expiry Date _____
☐ D - NREGA Job Card _____
☐ E - NPR _____
☐ F - Proof of Possession of AADHAR _____
☐ E- KYC Authentication _____
☐ Offline Verification of AADHAR _____
☐ Z - Others _____ (Any document notified by Central Government)
☐ Identification Number _____

Recent
passport size
photo

Client signature across photo

Correspondence / Local / Current Address

Line 1* _____
 Line 2 _____
 Line 3 _____
 City / Town / Village _____ District* _____
 State / U.T. Code _____ PIN Code _____ ISO 3166 Country Code _____

e-sign

Applicant Signature

2. Permanent residence address of applicant, if different from A / Overseas Address Details (Please refer Instruction B at the end)

(Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted(anyone of the following OVDs)

☐ A - Passport Number _____

☐ B - Voter ID Card _____

☐ C - Driving License _____

☐ D - NREGA Job Card _____

☐ E - NPR _____

☐ F - Proof of Possession of AADHAR _____

☐ E- KYC Authentication _____

☐ Offline Verification of AADHAR _____

☐ Z - Others _____ (Any document notified by Central Government)

☐ Identification Number _____

Expiry Date _____

Expiry Date _____

Address

Line 1* _____

Line 2 _____

Line 3 _____

City / Town / Village _____ District* _____

State / U.T. Code _____ PIN Code _____ ISO 3166 Country Code _____

4. Contact Details (All Communications will be sent to mobile No. / Email-ID provided) Please refer instruction C at the end)

Tel No.(Office) _____ - _____

Tel No.(Residence) _____ - _____

Mobile _____ - _____

E-Mail ID _____

5. Remarks(If any)

6. Applicant Declaration

* I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and I/we under-take to inform you of any changes therein, immediately. 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.

* I/We hereby consent to receiving information from Central KYC Registry / CVL KRA through SMS/Email on the above registered number/Email address.

* I am/We are also aware that for Aadhaar OVD based KYC, my KYC request shall be validated against Aadhaar details. I/We hereby consent to sharing my/our masked Aadhaar card with readable QR code or my Aadhaar XML/Digilocker XML file, along with passcode and as applicable, with KRA and other Intermediaries with whom I have a business relationship for KYC purposes only.

e-sign	Wet-sign
Applicant Signature	

Date _____ Place _____

Attestation / For Office Use Only

Document Received

☐ Certified Copies

☐ E-KYC Data received from UIDAI

☐ Digital KYC Process

☐ Equivalent e-document

☐ Data Received from Other Verification

☐ Self-certified document copies received (OVD)

IPV Done ☐ yes ☐ No Date _____