

## Application for Changes in Client Details (Demat & Trading A/c)

To,

**R K GLOBAL SHARES & SECURITIES LTD**  
Flat No.5, 2<sup>nd</sup> Floor, Sagar Apartment  
6, Tilak Marg, New Delhi-110001  
Phone: 011-43100999, Fax-011-23385640  
Website: [www.rkglobal.net](http://www.rkglobal.net)  
DP ID IN302453

Date: \_\_\_ / \_\_\_ / \_\_\_\_

Trading Code:	Demat Account No:
Client Name:	Father/Husband:
Pan Card:	DOB:
UID (Aadhaar):	Gender:
Occupation:	Marital Status:

I / We request you to update my / our profile in Demat & Trading Account as under:

Permanent Address <input type="checkbox"/>	Mobile/Email Id <input type="checkbox"/>	Bank Details Changes <input type="checkbox"/>	Aadhaar <input type="checkbox"/>
New Address:			
City:	State:	PIN:	

Bank Name:
Bank Address:
Bank A/c No:
IFSC Code:
MICR Code:

Email-ID:	
Mobile No:	Telephone (with STD Code):
Office No:	FAX No:

Mode of receiving Statement of Account (Tick Any One)	
<input type="checkbox"/>	Physical Form
<input type="checkbox"/>	Electronic Form (provide your E-mail id)

Signature of the person submitting the application:		
(Signature of 1 <sup>st</sup> Holder)	(Signature of 2 <sup>nd</sup> Holder)	(Signature of 3 <sup>rd</sup> Holder)

## Procedure for Change of Address:

- (1) Application for incorporating Changes in Client Details duly filled in.
- (2) Proof of Identity (POI) \*.
- (3) Proof of New Address (POA) \*\*.
- (4) Latest Transaction Statement received from R K GLOBAL SHARES & SEC LTD incase, the client is not submitting the request in person.
- (5) Client / Authorized Representative should sign the application once again in the presence of R K GLOBAL officials.
- (6) R K GLOBAL staff to verify the signature and documents.

R K GLOBAL staff to put his / her signature on the application with name and employee number and on documents with remarks

### **“Verified with original”**

- POI: Passport, Voter ID card, driving license, PAN card with photograph, Identity Card/document with applicant’s Photo, issued by
    - a) Central/State Government and its Departments,
    - b) Statutory/Regulatory Authorities,
    - c) Public Sector Undertakings,
    - d) Scheduled Commercial Banks,
    - e) Public Financial Institutions,
    - f) Colleges affiliated to Universities (this can be treated as valid only till the time the applicant is a student),
    - g) Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members;
    - h) Credit cards/Debit cards issued by Banks.
  
  - POA: Passport, Voter ID card, Driving license, Bank passbook / statement, Verified copies of Electricity bills (not more than two months old)/ Residence Telephone bills (not more than two months old)/ Leave and License agreement / 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 and it’s Departments,
    - b) Statutory/Regulatory Authorities,
    - c) Public Sector Undertakings,
    - d) Scheduled Commercial Banks,
    - e) Public Financial Institutions,
    - f) Colleges affiliated to Universities (this can be treated as valid only till the time the applicant is a student),
    - g) Professional Bodies such as ICAI, ICWAI, Bar Council etc., to their Members. Clarifications - Accepting bank statement as POA
- (i) Computer generated original bank statement printed on the stationery of the bank, Carries logo & name of the bank, displays the name, address and bank transactions/holdings of the client for the latest quarter.
  - (ii) The computer generated bank statement on a plain paper shall clearly mention the name, address and bank transactions/holdings of the client for the latest quarter. Provided such a bank statement is duly attested (signed and stamped) by the authorized official of the Bank mentioning the name and designation of such authorized official.
  - (iii) Please submit a cancelled cheque in original and signature of the applicant(s) (all the Holders in case of joint holdings) on the bank statement.