

## **APPLICATION FOR UPDATION IN KYC (CLIENT MASTER)**

(Fill up the requisite details in CAPITAL letter only)

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

from \_\_\_\_\_

To,

DIVYA PORTFOLIO PVT. LTD  
VC-1, Prime Plaza, 2<sup>nd</sup> Floor  
Sector-3, Vaishali  
Ghaziabad-201010

**Sub: Changes in Client Master in my/our account Trading Client Code \_\_\_\_\_**

Dear Sir/ Madam

Please make the necessary change(s) /add in my/our as per details given below:



**New Changes in Address (Proof to be submitted for the same with self attested copy)**

New Address																				
City											Pin Code									
State											Country									
Phone No.											Fax No.									
Mobile No. of Contact Person.											0	9	1	-						
E-mail Address																				

Proof of Address (1) Passport (2) Voter Id (3) Driving License (4) Ration Card (5) Bank Passbook/Statement(not older than 3 months)(6) Latest Electricity Bill or Telephone Bill(not older than two months)

### Bank Account Details (Proof to be submitted for the same)

Bank Name's	Bank Address	Bank Account No.	A/c Type	9 Digit MICR Code No.			

Proof of Bank Account (1) Cancel cheque leaf 2 (2) Bank Passbook/Statement (not older than 3 months)

### Depository Account Details

Type of Depository	CDSL	NSDL														
Name of Depository																
Beneficiary Name																
DP ID																
Beneficiary ID																

Proof of DP Account (1) Client Master (2) Statement of Holding (3) Statement of Transaction (not older more than 3 months)

**Change of other Contact Details:**

Change of mobile number:

<b>New Mobile No.</b>	0	0	9	1	-														
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Change of telephone number:

<b>New telephone No.</b>			9	1	-														
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Change of email ID:

<b>New email Id</b>	
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**Brokerage Change Details**

Please click (v) any one option	Current Plan	New Plan
Cash Market		
Future & Option		
Currency		
Per Order Plan		
All in One Plan		

**Contract Note Status (ECN will be sent to Email Id as mentioned in the KYC)**

Physical /  N

**Financial Details Updation:**

Proof of Enclosed(ITR Copy, Balance Sheet, Annual Return (in Company case))

**Others (please specify).....**

In future all communications to me/us including but not limited to Contract notes & Statement of Accounts to the above address and E-mail ID until you receive further communication in writing from me/us. I/We request you to incorporate the change of address, Demat Account, Bank Details and E-mail ID etc. in your records. I/We also undertake not dispute in any manner whatsoever the receipt of any communication sent to me/us on the above mentioned address and E-mail ID and your dispatch shall be deemed to be delivery to me/us once the same has been put in communication by you.

Signature \_\_\_\_\_ Name of Client \_\_\_\_\_

Encl:  Address Proof     Bank Proof     DP Proof     Brokerage Change     Copy  
 Balance Sheet     Annual Return

**For Office use only:**

H.O/Branch Name:	Date of Change:
H.O/Branch Head Signature:	Capture By :
Name of Empl. Cd. of the person Incorporating the changes:	Verified By: