

ICICI Bank Limited, CPC-Demat Services, Ground Floor, B-Wing, Autumn Estate, Chandivali Farm Road, Opp. Mhada Colony, Chandivali, Andheri (East), Mumbai - 400072. (Important Note: Please do not send requests directly to this address. Kindly route all your requests through the nearest ICICI Bank Demat Servicing Branches)

Application for change in address (For Non-Individuals Only) Date DP ID Client ID I/We hold Demat account/s with you. I/We request you to update my/our new address as given below. I/We hereby authorize one of the account holder(s)......to submit the request. I/We authorize ICICI Bank Demat services to make changes in the Demat account, KRA records and linked trading account (if any) on the basis of the information filled in the attached Annexure I (KRA modification form). Please note mobile number updated will be registered for SMS alert facility. Signature of A/c Holder in presence of ICICI Bank Official DP ID Client ID Client ID Client ID Client ID Name of Sole/1st A/c Holder Name of 2nd A/c Holder Name of 3rd A/c Holder (SIGNATURE OF SOLE/FIRST HOLDER) (SIGNATURE OF SECOND HOLDER) (SIGNATURE OF THIRD HOLDER)

Dec 2017

Documentary proof (please tick)

Self Attested Identity Proof (Mandatory)

PAN card (In the name of entity, attested by authorised signatory(s))



Date D D M

***** Demat Service	_	
	ess (any one of the following self attested documents)	
iii) Flat Maintenance bill.	months old) ii) Telephone bills only landlines (not more	than three months old)
iv) Scheduled Commercial Banks v) Covi) Professional Bodies such as ICAI, ICL Leave & License agreement with utility	s photo issued by Departments ii) Statutory/Regulatory Authorities iii) Publ Delleges affiliated to Universities (this can be treated as val EWAI, ICSI, Bar Council, etc., to their Members vii) Public bill on the name of owner (not more than two months o npanied with entries of at least last 3 months/ latest banke	id only till the time the applicant is a student) Financial Institutions Id) / agreement for sale
	atement as address proof, a cancelled cheque is manda	tory. The following points to be checked by
bank officials: a. Photocopies of bank statement requ	uired with verified with original stamp	
·	olays the logo & name of the bank, displays the name, a	ddress and bank transactions/balance of the
customer for the latest quarter end		
c. The bank details including the acco as POA	unt number mentioned on the cheque matches with that	mentioned in the bank statement submitted
* For HUF cases the below documents ar a. PAN of HUF & PAN of Karta b. Deed of declaration of HUF/List of cc c. Bank passbook/bank statement in the d. Photograph, POI, POA	parceners	
	d of NRIs, authorized officials of overseas branches of Scheduled mbassy/Consulate General in the country where the client resides	
CHECKLIST		
tems to be checked	Action to be initiated by the branch	Tick for verification by the Bank
Signature	Signature of all holders is present on the form	Checked
Proof of Address (self-attested bhotocopy with original for verification)	Address proof of primary holder is verified with original and the "Verified with Original" stamp is affixed	Checked
Proof of Identity (self-attested photocopy with original for verification)	Identity of the account holder is verifiedIn-person verification stamp is affixed on the form	Checked
Status of account	Address modification request for a closed account should not be accepted.	Checked
KRA modification form	Need to check if customer has filled the KRA modification form	Checked
o be filled in by ICICI Bank officials		
DO Code:	SDO Name:IND	OC No:
	Date: Bank Branch S	eal:
GNATURE OF BANK OFFICIALS		·····>
knowledgement have received your address change requ		
ID:	Client ID: Client ID: Client ID: Client ID:	
mat A/c holder's Name		
ceived by		
nk Official Signature		
- · · · · · · · · · · · · · · · · · · ·		



Know Your Client (KYC) Application Form (For Non-Individuals Only)

Application No. :

Please fill in ENGLISH and in BLOCK LETTERS

A. Identity Details (please see guidelines overleaf)				
1. Name of Applicant (Please write complete name as per Certificate of Incorporation / Registration; leaving one box blank between 2 words. Please do not abbreviate the Name).				
2. Date of Incorporation d d / m m / y y y y Place of Incorporation				
3. Registration No. (e.g. CIN)	nmencement of business ddd / m m / y y y y			
4. Status Please tick (✓) ☐ Private Ltd. Co. ☐ Public Ltd. Co. ☐ Body Corporate ☐ Partne				
☐ AOP ☐ Bank ☐ Government Body ☐ Non-Government Organisation ☐ Defence E Others (Please specify)	stablishment ☐ Body of Individuals ☐ Society ☐ LLP			
	lease enclose a duly attested copy of your PAN Card			
B. Address Details (please see guidelines overleaf)				
1. Address for Correspondence				
City / Town / Village	Postal Code			
State	Country			
2. Contact Details	(0.00)			
Tel. (Off.)				
Mobile (ISD) (STD) Fax	(ISD) (STD)			
3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following	g valid documents & tick (✓) against the document attached.			
☐ *Latest Telephone Bill (only Land Line) ☐ *Latest Electricity Bill ☐ *Latest Bank Account S				
Any other proof of address document (as listed overleaf).(Please specify) *Not more than 3 Months old. Validity/Expiry date of proof of address submitted dddd/min				
4. Registered Address (If different from above)	<u> </u>			
4. Registered Address (if different from above)				
City / Town / Village State	Postal Code Postal Code			
5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following	Country Countr			
☐ *Latest Telephone Bill (only Land Line) ☐ *Latest Electricity Bill ☐ *Latest Bank Account S				
Any other proof of address document (as listed overleaf). (Please specify)				
*Not more than 3 Months old. Validity/Expiry date of proof of address submitted ddd / m m / y y y y				
C. Other Details (please see guidelines overleaf)				
Name, PAN, DIN/Aadhaar Number, residential address and photographs of Pr (Please use the Annexure to fill in the details)	omoters/Partners/Karta/Trustees/whole time directors			
2. Any other information:				
DECLARATION				
I/We hereby declare that the details furnished above are true and				
correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the	GNATURE(S)			
	HORISED			
misrepresenting, I am/we are aware that I/we may be held liable for it.	SON(S)			
Place:				
Date:				
FOR OFFICE USE ONLY				
AMC/Intermediary name OR code				
	Seal/Stamp of the intermediary should contain Staff Name			
Originals Verified) Self Certified Document copies received	Designation			
(Attested) True copies of documents received	Name of the Organization			
	Signature Date			

INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

A. IMPORTANT POINTS:

- 1. Self attested copy of PAN card is mandatory for all clients.
- 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, as per the below mentioned list.
- If any proof of identity or address is in a foreign language, then translation into English is required.
- Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- 5. If correspondence & permanent address are different, then proofs for both have to be submitted.
- $6. \quad \text{Sole proprietor must make the application in his individual name \& capacity}.$
- For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIOCard/OCICard and overseas address proof is mandatory.
- For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- For opening an account with Depository participant or Mutual Fund, for amin or, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
- 11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/military officers, senior executives of state owned corporations, important political party officials, etc.

B. **Proof of Identity (POI)**: List of documents admissible as Proof of Identity:

- PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
- 2. Unique Identification Number (UID) (Aadhaar)/Passport/Voter ID card/Driving license.
- Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.
- C. Proof of Address (POA): List of documents admissible as Proof of Address: (*Documents having an expiry date should be valid on the date of submission.)
 - 1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of

- Residence/Driving License/Flat Maintenance bill/Insurance Copy.
- Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill Not more than 3 months old.
- 3. Bank Account Statement/Passbook Not more than 3 months old.
- Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
- Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinationa Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
- Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
- For FIl/sub account, Power of Attorney given by FIl/sub-account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken.
- 8. The proof of address in the name of the spouse may be accepted.

D. Exemptions/clarifications to PAN

(*Sufficient documentary evidence in support of such claims to be collected.)

- In case of transactions undertaken on behalf of Central Government and/or State Governmentand by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
- 2. Investors residing in the state of Sikkim.
- 3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
- 4. SIP of Mutual Funds upto Rs 50,000/- p.a.
- 5. In case of institutional clients, namely, FIIs, Mfs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

E. List of people authorized to attest the documents:

- Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
- In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.

F. In case of Non-Individuals, additional documents to be obtained from Non-individuals, over & above the POI & POA, as mentioned below:

Types of entity	Documentary requirements
Corporate	 Copy of the balance sheets for the last 2 financial years (to be submitted every year) Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD(to be submitted every year) Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations Photograph, POI, POA, PAN of individual promoters holding control – either directly or indirectly Copies of the Memorandum and Articles of Association and certificate of incorporation Copy of the Board Resolution for investment in securities market Authorised signatories list with specimen signatures
Partnership firm	 Copy of the balance sheets for the last 2 financial years (to be submitted every year) Certificate of registration (for registered partnership firms only) Copy of partnership deed Authorised signatories list with specimen signatures Photograph, POI, POA, PAN of Partners
Trust	 Copy of the balance sheets for the last 2 financial years (to be submitted every year) Certificate of registration (for registered trust only).Copy of Trust deed List of trustees certified by managing trustees/CA Photograph, POI, POA, PAN of Trustees
HUF	 PAN of HUF Deed of declaration of HUF/List of coparceners Bank pass-book/bank statement in the name of HUF Photograph, POI, POA, PAN of Karta
Unincorporated Association or a body of individuals	 Proof of Existence/Constitution document Resolution of the managing body & Power of Attorney granted to transact business on its behalf Authorized signatories list with specimen signatures
Banks/Institutional Investors	 Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years Authorized signatories list with specimen signatures
Foreign Institutional Investors (FII)	 Copy of SEBI registration certificate Authorized signatories list with specimen signatures
Army/Government Bodies	Self-certification on letterhead Authorized signatories list with specimen signatures
Registered Society	 Copy of Registration Certificate under Societies Registration Act List of Managing Committee members Committee resolution for persons authorised to act as authorised signatories with specimen signatures True copy of Society Rules and Bye Laws certified by the Chairman/Secretary