Combined Modification Request for Address & Contact Details Kences Towers, 4th Floor, Courier Ref. No. B.O. Ref. No. H.O.Ref.No

Kences Towers, 4th Floor,
1, Ramakrishna St.,
T. Nagar,
Chennai - 600 017.

Courier Ref. No. B.O. Ref. No. H.O.Ref.No

I/We request you to make the following changes in my / our Demat and Trading account.

INTEGRAT

Changes to be	Effected:	Only Demat	☐ Only Trading ☐ Both DP and Trading									
DP ID : IN30	0441 / IN301313	/ IN300757	CLIENT CODE :									
CLIENT ID:			BRANCH NAME :									
ADDRESS DETAILS												
1 1 - 1	e the New Address ^a ress mentioned in t	* as per the option	n selected in the above request.									
Update the New Ad	dress for the Non	ninies 🗌 1st [☐ 2nd ☐ 3rd or ☐ NO (If Nominee Registered)									
		CONTAC	T DETAILS									
	e the Contact Detail tact Details mention	ls* as per the opti	on selected in the above request.									
	FA	CILITY FOR M	OBILE & E-MAIL ID									
Mobile Nun	nber with SMS fac	ility for Demat	Holder Consent for Mobile Connection									
2 1st Holder	YES _	NO 🗌	Belongs to me (or) to my Family Member*									
2nd Holder O 3rd Holder	YES _	NO 🗌	Belongs to me (or) to my Family Member*									
O ≥ 3rd Holder	YES _	NO 🗌	Belongs to me (or) to my Family Member*									
Remove the Existing	Land line/Fax No.(If	already registered)	Mobile No with SMS facility is mandatory if you are giving POA									
Mode of receivin Other Communicati	g Annual report, AG ons from the Regist		Holder Consent for E-mail ID									
1st Holder	Physical	E-mail	Belongs to me (or) to my Family Member*									
2nd Holder	Physical	E-mail	Belongs to me (or) to my Family Member*									
3rd Holder	Physical	E-mail	Belongs to me (or) to my Family Member*									
			April, 2015 "FAMILY" denotes self, spouse, dependent children oker/franchisee/custodian/portfolio managers etc.									

E-MAIL CONSENT - DP 1) I hereby accept to receive all communication related to Demat & Trading accounts through email to the email id mentioned in the KYC form. 2) The participant shall install adequate systems to restrict the access of the transaction statement only to the client. 3) I/we shall take all the necessary steps to ensure confidentiality and secrecy of the login name and password. 4) I am/we are aware that the transaction statement may be accessed by other entities in case the confidentiality/secrecy of the login name and password is compromised. 5) In case I/We opts for transaction statement through email, I/We shall immediately inform the participant about change in email address. 6) The client agrees not to receive transaction statement in paper form provided however that, in case when the participant is not able to provide transaction statement to its clients through Internet (web-based / email) due to any unforeseen problems, the participant should ensure that the transaction statement reaches to the client in physical form as per the time schedule stipulated in the Bye Laws & Business Rules of NSDL.

E-MAIL CONSENT - TRADING I understand and agree that the member will not be responsible for non-receipt of document sent via electronic delivery due to any technical/non-technical issues & Non-receipt of bounced mail notification shall tantamount to delivery of contract note. I also undertake to verify the statement of transactions as and when received through mail & bring to your notice within 48 hours if at all any discrepancies are found, I also undertake to inform any change in my E-mail ID through a physical letter. I hereby consent to receive contract note/trade confirmations of the trades executed by me, bills & account statements thereof, notices circulars, amendments and such other correspondence or documents in electronic form duly authenticated by means of a digital signature as specified in the information technology act 2000 & the rules made there under, to any of the mentioned E-mail ID(s). I undertake to check the contract notes & bring the discrepancies to your notice within 48 hours of the execution of the trade.

I further hereby agree that the member shall fulfill the legal obligation if the above documents are sent electronically to the below E-mail ID. I agree that the member will not be responsible for non receipt of documents sent via electronic delivery due to change in E-mail ID / correspondence address as mentioned aforesaid. I also agree that the member shall not take cognizance of out-of-office / out of station auto replies and I shall be deemed to have received such electronic mails.

DECLARATION FOR NAME DIFFERENCE IN PROOF (S)

I/we do hereby affirm, declare as under:

Particulars of proof(s) enclosed	1st Applicant	2nd Applicant	3rd Applicant
1. Name as per Address proof is			
2. Name as per Identity proof is			
3. Name as per Additional Address proof is			
4. Name as per Additional Identity proof is			
5. Name as per Bank records is			
6. That the name before my marriage (*) was and the name after my marriage with is			

That the names mentioned above refer to me and are one and the same person.

That I shall indemnify and keep indemnified INTEGRATED its directors, officers, employees and agents from and against any and all losses, claims, liabilities, obligations, damages, deficiencies, judgments, actions, suits, proceedings or any liability suffered or incurred or fastened on to INTEGRATED due to INTEGRATED accepting this declaration and acting on the same.

* Registered Marriage Certificate to be enclosed.

Name of the Holder(s)	Signature of the Holder(s) (To be signed by all holders in case of Demat A/c)
1.	
2.	
3.	

	HEAD OFFICE PURPOSE	
Verified by	Updated by	_ HO Ref No

INSTRUCTIONS

- Updation will be effected in the Demat client ID and corresponding Trading code based on the KYC application enclosed with this request.
- (2) Updation will be effected in NDML KRA and CKYC as per SEBI guidelines.
- (3) One request is to be submitted for one Demat client ID / Trading code.
- (4) If trading code is having multiple Demat accounts separate requests will have to be given.
- (5) Kindly select only one updation option in the request Only DEMAT, Only TRADING, Both DEMAT and TRADING. Multiple options not to be selected.
- (6) Request will have to be signed by all the Demat account holders even though the trading code is in any one person's name. In case of updation in Demat account this request is to be signed by all the account holder(s).
- (7) Modification request and KYC application incomplete in any respect and / or not accompanied with required documents will not be entertained.
- (8) Holder(s) authentication is required if any corrections made in the request. Corrections should be authenticated by all the holders with their full signatures.
- (9) This request will have to be signed by the account holder(s) only. POA holder/trading Authorised person can not sign this request.
- (10) Address and Identity Proof(s) will have to to be given as per your Demat account. In case of Minor variation in holder's name self declaration/ confirmation letter will have to be provided.
- (11) Incase joint holder's Address proof differs with 1st holder, "No objection" letter required from the joint holders with proof(s).

- (12) Contact details is mandatory for all updation in Demat and trading.
- (13) Separate contact details will have to be given for each holders. Same contact details will not be entertained for other holders.
- (14) As per NSDL & Exchange Regulation Mobile No with SMS facility is mandatory for POA to be enabled.
- (15) Foreign Mobile no cannot be updated.
- (16) If mail id is updated in trading code photograph will have to affixed in the KYC form.
- (17) In case trading code is in Dormant status, kindly submit dormant activation request also.
- (18) If default Demat account which is mapped in the trading code is closed, Default DP updation request will have to submitted.
- (19) In case of Minor account KYC request will have to be submitted for Minor (to be signed by guardian) and the guardian.
- (20) Karta Name Seal to be affixed on the modification request for HUF category accounts.
- (21) Modification for HUF category Demat account through KYC form Individual and Non-individual KRA must be filled for KARTA and HUF respectively. (HUF name and Karta name seal to be a affixed on the non-individual KRA form)
- (22) In case of Non-Individual modification, As per additional documents given in the checklist will have to be provided along with proof of Address and proof of Identity. (use non-individual KYC form)

ALL UPDATION WILL TAKE 7 WORKING DAYS FOR REGISTRATION FROM DATE OF RECEIPT.

	INTEGRATED YOUR LONG TERM WEALTH PARTNER	Please fill th □ NEW	YOUR is from in ENC E REQUEST	GLISH and in	BLOCK	LETTERS							UALS
Α.	IDENTITY DETAILS												
	1. Name of the Applicant												
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П	2a. Date of Incorporation	/M/M	i / Y Y Y	'Y	.i	i			ii.		.1		
	2b. Place of Incorporation												
	3. Date of Commencement of Busin	ness D D		[/[Y[Y]	ΥY	4a. PAN							
	4b. Registration No.(e.g. CIN)	4						(Pleas	e enclose	a certified	copy of	PAN)	······································
	5. Status	ii	ii	ii		ii		i	.ii			. <u>ii</u>	ii
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	Non-Government Organization	Defe	nse Establi	shment		801		Soc	iety		LLP		
	FPI - Category I	FPI -	Category I	I		PI - Cate	gory III	Par	tnership		HUF		
	Other (Please specify)												
В.	ADDRESS DETAILS	i i	iii	i	:		i i	į	i i	i	i i	i	i i
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	City / Town / Village							Pin	Code				
	State						Count	try					
	2. Specify the proof of Address su	bmitted fo	or correspo	ndence A	\ddres	ss							
	3. CONTACT DETAILS												
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	Net Worth (Should not be older than	i one year)	AIIIOUIIT						as o	n date			

Name, PAN, Aadhaar, Residential address and Photograph of Promoters / Partners / Karta / Trustees / Whole Time Directors & Authorised Signatories. (Please enclose a copy of PAN, AADHAAR and Address proof with self attestation)

C. OTHER DE	ETAIL	S (If	spac	e is ir	nsuffic	cient e	enclos	e thes	e det	ails se	parate	ely)	_	_	_			_								_			
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INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

A. Important Points:

- Use separate KYC form for each holder modification in case of Demat account is joint holding pattern (i.e first holder, second holder & third holder).
- 2. Holder Name should be mentioned in the KYC form and as mentioned in demat account and proofs (Identity and Address) will have to be given in the same name.
- KYC number of applicant is mandatory for update/change of KYC details. Fill in the relevant KYC information to be modified and the remaining fields may be left blank.
- Copies of all documents that are submitted need to be compulsorily self-attested by the 4 applicant and accompanied by originals produced 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 list mentioned under [D].
- Self attested copy of PAN Card and Aadhaar is mandatory for all clients, including 5. Promoters / Partners / Karta / Trustees and whole time directors and persons authorized to deal in securities on behalf of company / firm / others.
- 6. If any proof of identity or address is in a foreign language, then translation into English
- Address mentioned in the KYC form should be match with the proofs submitted.
- 8. If correspondence & permanent address are different, then proofs for both have to be submitted and holder confirmation letter will have to be provided mentioning the address is which is to be sent.
- 9. In case address filled in the KYC application self attested proof(s) must be given to our branch staff.
- 10. Holder(s) authentication is required if any corrections is made in the request. Corrections should be authenticated by all the holders with their full signatures.
- 11. In case of Minor Account, KYC request will have to be submitted for the Minor (to be signed by the Guardian) and Guardian.
- In case of modification in accounts under HUF category, individual KYC form for the 12. Karta and non-individual KYC form for the HUF entity are to be submitted.
- Name of the HUF & Karta name seal to be affixed on the non individual KYC application 13.
- for HUF category accounts. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of full passport and PIO Card / OCI Card and overseas address proof 14.
- is mandatory. State / U.T Code and Zip / Post Code will not be mandatory for Overseas addresses. 15.
- KYC application if incomplete in any respect and /or not accompanied with required 16. documents will not be entertained.
- In case of Non-Individual modification, Additional documents given in the checklist will have to be provided along with PAN, proof of address and Proof of identity. (Use NON-INDIVIDUAL KYC Request)

- Proof of Identity(POI):- List of documents admissible as Proof of Identity: (documents having expiry date should be valid for 3 months from the date of submission) should be
- Photocopy of Aadhaar card
- 2. 3. Passport
- Voter ID card
- **Driving License** 5. PAN card (with photograph).
- В. Proof of Address (POA):-List of documents admissible as Proof of Address: (documents having expiry date should be valid for 3 months from the date of submission) should be
- Photocopy of Aadhaar card / Passport / Voter ID card / Driving License / Ration card.
- Photocopy of Bank Pass Book (first & last transaction page) / Bank statement (last transaction date and date of Submission should be within 2 months period). The Pass Book / Statement should be of the same bank registered in the Demat / Trading
- Others includes Utility bill date which is not more than two months old from the date of submission (electricity, telephone and piped gas) Telephone Bill (only land line) of the number registered in the Demat / trading account. If not landline number will have to be updated.
- Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India
- Tax identification Number (TIN): TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same to be reported. Examples of that type of number for individual include, a social security / insurance number, citizen / personal identification/services code/number, and resident registration number)

D. List of people authorised 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, authorised 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 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, AADHAAR, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations. Photograph, POI, POA, AADHAAR, 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 with seal and copies of PAN, AADHAAR and Address proof of all the signatories. Net worth certificate. Copy of the recently filed IT Return acknowledgment.
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 with seal. Photograph, POI, POA, AADHAAR, 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, AADHAAR, 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, AADHAAR, 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. Authorised signatories list with specimen signatures.
Banks/ Institutional Investors	 Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years. Authorised signatories list with specimen signatures.
Foreign Institutional Investors (FN)	Copy of SEBI registration certificate. Authorised signatories list with specimen signatures.
Army/ Government Bodies	Self-certification on letterhead.Authorised 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.

List of two - digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State / U.T	Code
Andaman & Nicobar	AN
Andhra Pradesh	AP
Arunachal Pradesh	AR
Assam	AS
Bihar	BR
Chandigarh	CH
Chattisgarh	CG
Dadra and Nagar Haveli	DN
Daman & Diu	DD
Delhi	DL
Goa	GA
Gujarat	GJ
Haryana	HR

State / U.T	Code
Himachal Pradesh	HP
Jammu & Kashmir	JK
Jharkhand	JH
Karnataka	KA
Kerala	KL
Lakshadweep	LD
Madhya Pradesh	MP
Maharashtra	MH
Manipur	MN
Meghalaya	ML
Mizoram	MZ
Nagaland	NL
Orissa	OR

State / U.T	Code
Pondicherry	PY
Punjab	PB
Rajasthan	RJ
Sikkim	SK
Tamil Nadu	TN
Telangana	TS
Tripura	TR
Uttar Pradesh	UP
Uttarakhand	UA
West Bengal	WB
Other	XX

List of ISO 3166 two - digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Cou Co
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miguelon	PI
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	V
Ilbania	AL	Egypt	EG	Lithuania	LT	Samoa	W
lgeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SI
Imerican Samoa	AS	Equatorial Guinea	GQ	Macao	MO	Sao Tome and Principe	S
ndorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	Si
Angola	A0	Estonia	EE	Madagascar	MG	Senegal	SI
Anguilla	Al	Ethiopia	ET	Malawi	MW	Serbia	R
ntarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	S
ntigua and Barbuda	AG	Faroe Islands	F0	Maldives	MV	Sierra Leone	S
rgentina	AR	Fiji	FJ	Mali	ML	Singapore	SI
rmenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	S
ruba	AW	France	FR	Marshall Islands	MH	Slovakia	SI
ustralia	AU	French Guiana	GF	Martinique	MQ	Slovenia	S
ustria	AT	French Polynesia	PF	Mauritania	MR	Solomon Islands	S
zerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	S
ahamas	BS	Gabon	GA	Mayotte	YT	South Africa	Z
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ermuda	BM	Grenada	GD	Morocco	MA	Swaziland	S
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ameroon	CM	India	IN IN	Norway	NO	Turkmenistan	TI
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ayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	T
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ristmas Island	CX	Italy	IT	Paraguay	PY	United States	U
cos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	U
olombia	CO	Japan	JP	Philippines	PH	Uruguay	U
moros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	U
ngo	CG	Jordan	JO	Poland	PL	Vanuatu	V
ngo, the Democratic Republic of	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	V
e ook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	V
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/prus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy !Saint Barthélemy	BL	Zambia	ZI
zech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	Z۱
enmark	DK	Lebanon	LB	Saint Kitts and Nevis	KN		
iibouti	DJ	Lesotho	LS	Saint Lucia	LC		
	DJ	Liberia	LR	Saint Martin (French part)	MF		
ominica							