

Miscellaneous Details

PRE-CHECK

Following pre-check to be done before sending the requests for Miscellaneous details in [Trading & DP accounts (CDSL/NSDL)] to enable us to process the requests expeditiously and to avoid possible rejections.

- You need to sign the Application for Other Addition/ Modification/Deletion form for the following purpose:-
 - 1) Change in Name
 - 2) Change in Signature
 - 3) Change in Occupation
 - 4) Change in Karta
 - 5) Revocation of Running A/c Mandate
 - 6) Revocation of Authority for digital document
 - 7) Change in Billing category
 - 8) Offline branch transfer.

Change in Name

You are allowed to change your name subject to the submission of following documents.

Incase change in name of marriage: Marriage certificate or copy of passport showing husband's name.

Incase change in name other than marriage: Publication of name change in official gazette

Incase change in father name: Publication of name change in official gazette

Change in Signature

Account holder must visit the DP's office and produce valid proof of identity. Copies of proof of identity must be attested and verified with the original documents and submitted to the bank:

- Request form (Request form thumb impression should be notarized)
- Thumb impression should be specified Left/right (male - left, female - right)
- Medical certificate (confirming that the holder(s) is sound of mind)
- Proof of identity copy attested and verified with the original document

Proof of identity in case of change in authorized signatory/signatories

- You must provide a fresh board resolution that authorizes the new signatory/signatories, along with specimen signature(s), photograph(s), designation(s) and mode of operations of the new authorized signatory/signatories.
- The board resolution must include the withdrawal of the earlier resolution.
- DPs need not obtain the details of the existing authorized signatory/signatories if he or she/they remain unchanged.

Offline Branch Transfer

- Submit a Request letter to the branch.
- Address proof – If incase change location in any other city.

Change of Billing category – for SBI & Associate Staff

- To change the bill categories from normal to staff, kindly submit Staff ID Proof (It should be Self Attested)

Revocation of Authority for digital document

- In case you wish to change your electric contract note (ECN) mode to Physical contact note (PCN) then you have to fill up the modification form. all contract note will be physically dispatched to your communication address.

To,
SBICAP Securities Ltd.
12th Floor, "A & B " Wing, Marathon Futurex,
N. M. Joshi Marg, Lower Parel (E), Mumbai- 400013.
Tel.: 022 - 42273300 / 01
For Inquires & Queries email at helpdesk@sbicapsec.com
 CDSL | NSDL

Client Name _____
Contact No. _____
Branch Name & Code _____
Submission Date:

Sub: Application for Other Addition / Modification / Deletion request form (To be Filled in CAPITAL letters only)

Dear Sir,

Please make necessary changes / addition in my/our account/s as per details given below: **(PLEASE TICK APPR OPRIATE OPTION TO MAKE NECESSARY CHANGES)**

CHANGE TO BE EFFECTED IN :	Trading Account <input type="checkbox"/>	Depository Account <input type="checkbox"/>	Trading + Depository Account <input type="checkbox"/>
Trading Code:	<input type="text"/>		
BO ID:	<input type="text"/>		
Name of 1st Holder		
Name of 2nd Holder		
Name of 3rd Holder		

TYPE OF MODIFICATION: Change of Name Change of Signature Change of Occupation Change of Karta
 Revocation of Running A/c Mandate Revocation of Authority for Digital Document Change of Billing Category Offline Branch Transfer

Other Changes - Please specify change other than above mentioned	Addition / Modification / Deletion (Please Specify)	Existing Details	New Details

Signature	<input type="text" value="1st Holder"/>	<input type="text" value="2nd Holder"/>	<input type="text" value="3rd Holder"/>
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NOTE: 1. Please furnish proper proofs for change in master. 2. Please submit the same in duplicate for acknowledgment. 3. If changes are to be done in DP - then all holder as per DP A/c must sign the documents . 4) Please provide supporting documents for Other Changes

For Office Use Only		Demat	Trading	BRANCH STAMP	HO STAMP
Scrutiny By Name / Emp Code	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Data Entered By	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Verified By	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Reference No.	<input type="text"/>	<input type="text"/>	<input type="text"/>		

• For any Assistance you may kindly contact your request SSL Branch or Dial Customer Care at our Toll Free: MTNL/BSNL Users: 1800-22-3345
Private Telecom Users: 1800-209-9345 write to us helpdesk@sbicapsec.com
• Compliance Officer - Mrs. Dhanashree Kenkre - Email: complaints@sbicapsec.com Contact No.022-42273301