

Valid Proof of Address: -

Individual:

Passport/ Driving license/ Proof of possession of Aadhaar number/ Voter's Identity Card issued by Election Commission of India/ Job card issued by NREGA duly signed by an officer of the State Government/ letter issued by the National Population Register containing details of name, address, or any other document as notified by the Central Government in consultation with the Regulator.

Non- Individual:

Registered Lease or Sale Agreement of Residence / Latest Flat Maintenance bill/Utility bills like Telephone Bill (only land line), Electricity bill - Not more than 3 months old - as on date of receipt for document, Bank Account Statement/Passbook -- Not more than 3 months old - as on date of receipt for document.

Please visit the URL <http://www.hdfcbank.com/personal/customer-centre> for query if any:-

Branch Checklist

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| 1. Customer signature(s) verified with demat system & attested by Bank official | Yes / No |
| 2. Branch inward stamp and Branch code is affixed on the form. | Yes / No |
| 3. All supporting documents are self attested by client /s and clearly visible (Proof of new address) | Yes / No |
| 4. KYC documents (new address proof documents) are verified with original and attested to this effect by Bank official | Yes / No |
| 5. Address of client mentioned on form match with the address available on address proof. | Yes / No |
| 6. Correction(s) on the form is authenticated by all the holders of demat account. | |
| 7. Validity of Telephone bill / Electricity bill is not more than 3 months old from the date of submission of Change of address form. | Yes / No |
| 8. Address proof of spouse is established with necessary supporting documents (passport / Aadhar Card/ Marriage Certificate / Other Documents wherein both names are appearing) | Yes / No |
| 9. Landmark details if mentioned, are prefixed with words such as opposite/behind/nearby etc. | Yes / No |
| 10. Branch official attesting / certifying documents has put his / her signature / employee no / designation along with branch seal | Yes / No |
| 11. In case Aadhar card copy is submitted by the customer as address proof documents, please obtain the Aadhaar Consent Declaration from the respective account holder/s | Yes / No |

Checked By:-