



**Dayco Securities Pvt. Ltd.**

7, Lyons Range  
Kolkata - 700 001

Phones : 2230-5680 / 5066 / 2066 / 6372, Fax : (91-33) 2231 1474

Date :

**Form For Change Of Correspondence Address**

Client ID .....

DP ID IN300263

Dear Sir,

I/We hereby inform you to change of my/our Correspondence address, which is furnished hereunder. You are requested to effect the mentioned change in your records as on .....  
The details of old address and new address is furnished below :--

**Old Address :--**

**New Address :--**

Authorised Signature (s) :

Holder (s) Name	Signature (s)
Sole/First Holder	
Second Holder	
Third Holder	

**Note : Required proof of documents : a) Proof of Identity (Any one)**

Passport, Voter ID Card, Driving License, PAN Card with photograph, Identity Card/document with applicant's Photo, issued by Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit Cards/Debit Cards issued by Banks.

**b) Latest transaction statement of the account received from the DP**

**c) Proof of new address (Any one)**

Passport, Voter ID Card, Driving License, Bank Passbook, Original Bank Statement is printed on the stationery of the Bank, carries logo & name of the bank, displays the name, address and bank transactions/holdings of the Client for the latest quarter ending or Computer generated bank statement which is printed on a plain paper should be attested (signed and stamped) by the authorised official of the bank mentioning the name and designation of such authorised official alongwith a cancelled cheque in original (in both circumstances) and signature of the applicant(s) (all the holders in case of joint holdings) on the bank statement. Verified copies of Electricity bills (not more than two months old), Residence Telephone bills (not more than two months old) and Leave and License agreement / Agreement for sale, Self-declaration by High Court & Supreme Court judges, giving the new address in respect of their own accounts.

Identity card/document with address, issued by Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, and Professional Bodies such as ICAI, ICWAI, Bar Council etc., to their Members.