

**Change of Name in the Beneficial Owner (BO) Account Demat / Trading Account
(CIR/MRD/DP/ 27 /2012 November 01, 2012)**

➤ **Below mention Cases:**

- i. In case of change in name on account of marriage following documents shall be submitted:
 - a. Marriage Certificate or copy of Passport showing husband's name or publication of name change in official gazette.
- ii. In case of change in name on account of reasons other than marriage.
 - a. Publication of name change in official gazette.
- iii. In case of change in father's name
 - a. Publication of name change in official gazette.

➤ **Require Documents:**

- Application Require for Name , Signature (As per attach format)
- Bank Verification Letter require (As per attach format)
- KRA Form Require
- Copy of New Name Pan Card
- Copy of New Name Address Proof
- Copy of New Name Bank Details (Cancelled Cheque) if name not printed on cheque then Passbook / Latest Transaction Statement require
- Marriage Certificate or Copy of passport / Copy of official gazette (Notarized copy)
- Application for Signature Change & Bank Verification Letter as per attachment. (If Client wants change signature)
- All document x-copy / original must be required self attested.
- Branch verification must be require.

Name & Address:

Date: _____

To,
DP/KYC Department
Monarch Network Capital Limited
"MONARCH HOUSE"
Opp. Ishwar Bhuvan, Commerce Six Roads,
Navrangpura, Ahmedabad – 380 014

Dear Sir,

Sub: Name Change in Demat / Trading Account

This is inform to you that, I/We have operating Demat Account vide DP ID: IN303052 (NSDL) / 12035000 (CDSL) & Client ID: _____ with Depository Participant **Monarch Network Capital Limited** and Trading Account vide Client Code: _____ with **Monarch Network Capital Limited**

Old Name	New Name
Reason	

I/We hereby request you to kindly name change in my Demat Account / Trading Account.

Thanking You,

	First / Sole Holder	Second Holder	Third Holder
Signature			

Name & Address:

Date: _____

To,
DP/KYC Department
Monarch Network Capital Limited
"MONARCH HOUSE"
Opp. Ishwar Bhuwan, Commerce Six Roads,
Navrangpura, Ahmedabad – 380 014

Sub: Signature Change

This is inform to you that, I/We have operating Demat Account vide DP ID: IN303052 (NSDL) / 12035000 (CDSL) & Client ID: _____ with Depository Participant **Monarch Network Capital Limited** and Trading Account vide Client Code: _____ with **Monarch Network Capital Limited**.

I/We request you to change signature in my/our account in your record.

Name(s) of Holder(s)	Old Signature	New Signature
First / Sole Holder Name		
Second Holder Name		
Third Holder Name		

Signature Change Reason: _____

Kindly do the needful in this regard.

Thanking You,

(Client Name & Signature)

In Presence of:

Employee Signature : _____

Employee Name : _____

Employee Designation : _____

Employee Code : _____

Bank Verification Letter

To,
DP/KYC Department
Monarch Network Capital Limited
"MONARCH HOUSE"
Opp. Ishwar Bhuvan, Commerce Six Roads,
Navrangpura, Ahmedabad – 380 014

This is to certify that Mr. / Ms. / M/s. resident
of.....
..... maintained Saving / Current /
OD Bank Account No. at our branch
has been active since Years and the operations of the said account have been
satisfactory.

Put Bank
Stamp across
Photograph

(Signature of Client)

We hereby further confirm that the Name, Address, Photograph and Signature appended here tallies with our records.

Branch Manager Attestation

Name:

Signature:

(Bank Seal / Stamp with address & bank assigned number of the Signatory)

Account Details Modification Request Form

To, DP/KYC Department Monarch Networth Capital Limited "MONARCH HOUSE" Opp. Ishwar Bhuwan, Commerce Six Roads, Navrangpura, Ahmedabad – 380 014	Date	DD	MM	YYYY
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Account Holder's Details																		
DP ID (NSDL)	I	N	3	0	3	0	5	2	Client ID (NSDL)									
DP ID (CDSL)	1	2	0	3	5	0	0	0	Client ID (CDSL)									
Client Code																		

Account Holder's Details	
Name of First / Sole Holder	
Name of Second Holder	
Name of Third Holder	

I/We request you to make the following modifications to my/our account in your records.

Address																			
	City/Village							PIN Code											
	State							Country											
Bank	Account Type																		
	Account No.																		
	Bank Name																		
	Branch Address																		
		City/Village							PIN Code										
	MICR Code																		
IFSC Code																			

Signature of Account holder(s):

	First / Sole Holder	Second Holder	Third Holder
Signature			