

**FORMAT FOR SIGN CHANGE REQUEST BY CLIENTS IN DEMAT & TRADING ACCOUNTS**

To,  
IDBI Capital Markets & Securities Ltd  
Depository Services.  
IDBI Tower, 5<sup>th</sup> Floor,  
WTC Complex, Cuffe Parade  
Mumbai - 400005

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Sign change request in demat & trading account (s)**

Client ID No: \_\_\_\_\_

DP ID: \_\_\_\_\_

Dear Sir/Madam,

With reference to the captioned subject I/we the undersigned request you to change the sign of the following persons in the demat and trading account from the current signatures existing in the demat and trading account (s).

The request for change in signature is due to the following reasons **(mandatory - one to be ticked)**

1.  Due to convenience in signing
2.  Medical disability- medical certificate of practitioner to be submitted in Original or copy of original to be attested by branch official along with request letter.
3.  Unable to remember old sign- Notarized affidavit as per format on Rs.100/- stamp paper to be submitted in lieu of inability to sign old signature.
4.  Others- to be specified by the client -

\_\_\_\_\_  
\_\_\_\_\_

Names of the account holders: - (Please write the holders name whose signature has to be changed)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**OLD SIGNATURES**

**NEW SIGNATURES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

New sign to be attested by account holder's bankers with seal and stamp of Bank and Official's sign confirming the new signature as per the bank account.

For office use: please put branch stamp/code and officers sign

**Documents required with the request for recording the new signature(s)**

1. Identity proof of the demat account holder changing sign (Attested by branch stamp and officers sign ) such as copy of Client's valid passport/driving license/voter card or PAN card with photograph.
2. Bank manager's attestation of the new signature with stamp and employee code.
3. Latest Transaction / holding statement.
4. Affidavit in case unable to remember old sign.