

**DP/Trading Account Modification Form**

To,

Focus Stock Brokers Ltd  
1C/13 New Rohtak Road  
New Delhi 110005

Dear Sir,

**Sub: Modification of my particulars in Trading Account**

**Ref: My /Our client code no. \_\_\_\_\_ PAN: \_\_\_\_\_**

Please make necessary changes/additions/modification in my/ our captioned brokerage account as per details given below:-

**1. Address Modification. (Necessary proof must be submitted)**

	Permanent Address	Correspondence Address
Building Name		
Street/ Road		
Area		
City		
Pin Code		

**2. Contact Details**

Addition  Modification

Mobile No		Email ID	
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**3. Gross Annual Income Details (Please Specify) income range per annum:**

<input type="checkbox"/> Below 1 Lac	<input type="checkbox"/> 1-5 Lac	<input type="checkbox"/> 5-10 Lac	<input type="checkbox"/> 10-25 Lac	<input type="checkbox"/> More Than 25 Lacs
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Networth Rs \_\_\_\_\_ as on date \_\_\_\_\_ .

**4. Bank Details. (Necessary proof must be submitted)**

Addition  Modification

<b>Bank Name</b>		<b>A/c No</b>	
<b>Branch</b>		<b>A/c Type</b>	Saving/ Current/ Cash Credit
<b>Address</b>		<b>MICR No</b>	
		<b>IFSC Code</b>	
		<b>Mark as Default</b>	Yes/ No

**5. Demat Account Details. (Necessary Proof must be submitted)**

Addition  Modification

<b>DP ID</b>	
<b>DP Name</b>	
<b>Client ID</b>	
<b>Mark As Default</b>	Yes / No

We confirm the data as per your records are correct



(Signature of the Client / Authorized Signatories with stamp)

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Modification	
<b>UCI</b>	Yes / No
<b>CAP ex</b>	Yes / No
<b>C-DAS</b>	Yes / No
<b>CDSL back office</b>	Yes / No
<b>BSE UCC</b>	Yes / No

**FOR OFFICE USE ONLY**

Checked by: \_\_\_\_\_ Dated: \_\_\_\_\_

## **Document checklist for submission with account modification letter**

### **Particulars**

#### **Documents for updating Address in Trading Account**

##### **1. In case of individual**

- Photocopy of Voter ID Card
- Photocopy of Passport
- Photocopy of Driving License
- Photocopy of Rent Agreement
- Photocopy of Sale Agreement of House
- Photocopy of Telephone Bill/Electricity Bill (Should not be more than 2 months old)
- Employer Consent letter
- Mobile Bill (Should not be more than 2 months old)
- Photocopy of Bank Passbook or Bank Statement

##### **2. In case of Non-Individual**

- Photocopy of Utility Bills like Telephone bill, Electricity Bill
- Photocopy of "Form 18" in case of Corporate Body
- Photocopy of Bank Passbook or Bank Statement

#### **Document for noting change in Bank Details**

- Cancelled personalized Cheque Leaf
- Photocopy of Passbook
- Photocopy of Bank statement (Should not be more than 2 months old)

#### **Documents for noting change in Demat Account:**

- Photocopy of DP Master
- Photocopy of Current holding statement
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#### **Documents for noting change in Income Details**

- Photocopy of ITR Copy

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Signature of the Client/Authorized Signatories with Stamp

#### **Note:-**

- 1) **Submit any one of the acceptable proofs. Proofs should be self-attested.**
- 2) **In case of Non-Individual, proofs should be signed by authorized signatories Authorized Signatories for HUF is karta, Partnership is Partners, Trust is Trustee Corporate Body- authorized directors**