

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

To,  
HDFC Bank - Depository Services.  
\_\_\_\_\_branch  
\_\_\_\_\_

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

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

**Re : Client id no(s) \_\_\_\_\_ DP ID \_\_\_\_\_**

Dear Sir,

With reference to the captioned subject I/we the undersigned request you to change the sign of the following persons in the demat account from the current signatures existing in the demat 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 alongwith 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 \_\_\_\_\_

	<b>Names of Holders</b>	<b>Old Signature</b>	<b>New Signature</b>
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			

New sign to be attested by demat account holders bankers with seal and stamp of Bank and Official's sign confirming the new signature

Name & Address Of Bank

Signed In Presence Of

\_\_\_\_\_  
(Name, Signature & code of Bank Manager)

New Signature of holder in front of the DP Official	Attestation by DP Official – Signed in my presence
	Signature <span style="float: right; border: 1px solid black; padding: 2px;">Affix Signature Verified stamp</span>
	Name
	Employee code

**General Instruction / Checklist to be filled by branch :**

<b>Details</b>	<b>Y/N</b>
1. All the holders have to sign in the column for old signature.	
2. Reason for change in signature has to be mentioned	
3. Proof of identity and address of the holder duly attested by the branch as per the specified format	
4. Latest transaction statement of the demat account received from the Participant	
5. New signature has to be duly attested by the respective Bankers	
6. Holder requesting the change in signature should personally visit the branch and sign in presence of the DP official in the space provided	
7. Attestation by DP Official as Signed in my presence	
8. Branch receipt stamp has to be affixed	
9. Alteration / Correction has to be authenticated by the holders	