

## 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		
Landmark (if any)		
City		
Pin Code		

**2. Contact Details**

Addition                       Modification

Telephone No	
Mobile No	
Email ID	

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

Addition                       Modification

Bank Details	
Branch	
Address	
A/c No	
A/c Type	Saving/ Current/ Cash Credit
MICR No	
IFSC CODE	
Mark as Default	Yes/ No

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

Addition                       Modification

DP ID	
DP Name	
Client ID	
Mark As Default	Yes / No

We confirm the data as per your records are correct



\_\_\_\_\_  
(Signature of the Client / Authorised Signatories with stamp)

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

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

**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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Signature of the Client/Authorised 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 Authorised Signatories for HUF is karta, Partnership is Partners, Trust is Trustee Corporate Body- authorised directors**