

ADDRESS CHANGE REQUEST FORM

To,
Maitra Commodities (P) Ltd
Customer Relationship Department
No: 17/1, First Floor,
Visweswarapuram Street,
Alwarpet, Chennai – 600018.
Phone: 044 - 4865 6581 / 82

Dear Sir/Madam,

I/We would request you to change my / our Address & contact details in my/our Maitra Commodities (P) Ltd account given below:

Trading A/c Id :

Old Correspondence Address:

New Correspondence Address:

I/We also request Maitra Commodities (P) Ltd., to send all my /our account related information at the above – mentioned contact details still further notification from me/us.

I/We also undertake not to file any suit, claims, initiate Legal proceedings in any arbitration forum, Court of Law, Legal forum, Tribunal or before any regulatory authorities against Maitra Commodities (P) Ltd., Or its Directors or Its Employees in connection with non- receipt of Digital contract Notes and statement of Accounts if the same is henceforth sent to the Contact Details mentioned above. ,I/We further undertake that I/We shall indemnify and keep indemnify Maitra Commodities (P) Ltd., Or its Director or Its Employees from and against any loss, claims, Liabilities. Obligations, damages, deficiencies, actions, suits, proceedings or liability suffered or incurred or fastened due to any incorrect, wrong, false, misleading representation provided/disclosed by me/us to Maitra Commodities (P) Ltd.,

I /We am are authorize Maitra Commodities (P) Ltd., To debit my account in lieu of mailing charges for sending any documents at my foreign address (Applicable for NRI Clients only)

I/We am/are enclosing herewith copy of ID Proof(s) and _____ as proof of new address

Name _____

Signature _____

Note:

* Please note in that in order to change you're trading a/c address, you are required to provide your ID proof(s) copy and proof of new address.

* All Proofs must be duly self attested

* Hand written documents/Any Overwriting & correction on Driving License should be attested by issuing authority with original stamp & signature e.g. Hand written bank Passbook should be attested by bank official, overwriting & correction on Driving license should be attested by RTO official etc.,

* Please submit separate proofs in case the correspondence and permanent address are different.

* Please mention N.A. for whatever is inapplicable and strike-off wherever unfilled & submit the forms in duplicate.

List of Valid Identity Proof :

1).PAN card ,(2)Passport,(3)Voter ID Card, (4)Driving License,(5)Identity Card/Document with applicant's photo, issued by (a) Central/State Government and its Department,(b)Statutory / Regulatory Authorities,(C) Public Sector Undertakings,(d)Scheduled Commercial Banks,(e)Public financial Institutions,(f) Collage affiliated to Universities(this can be treated as valid only till the time the applicant is a student),(g)Professional Bodies such as ICAI, ICWAL, ICSI, Bar Council etc., To their Members.

List of Valid Identity Proof :

(1)Ration Card,(2)Passport,(3)Voter ID Card,(4)Driving License,(5)Bank Statement(with bank logo)/Bank Passbook(Printed)-should clearly display account number, name & address of the client (not more than three months old),Bank statement needs to be accompanied with a copy of bank cheque.(B)Bank Statement(without bank logo)/Bank Passbook (handwritten)-should clearly display account number, name & address of the client and it should be attested in original by the bank official with name ,designation and signature of the attesting officer (not more than three months old),Bank statement needs to be accompanied with copy of original cancelled bank cheque;(6)Electricity Bill/Telephone Bill – Land line(not more than two months old).(7)Lease and license Agreement / agreement for sale /rent agreement (8)Self – declaration by high court & supreme court judges, giving the new address in respect of their own accounts(valid only for demat),(9)Identity card /Document with applicant's address, issued by (a)Central/State government and its departments (b)Statutory/Regulatory Authorities,(c)Public sector undertakings,(d) Scheduled commercial banks,(e)Public financial Institutions,(f)Colleges affiliated to universities (this can be treated as valid only till the time the applicant is student),(g)Professional Bodies such as ICAI,ICWAI,ICSI, Bar Council etc., To their members.

The followings additional documents can be submitted as valid proof of foreign address in addition to the mentioned proofs: (1)PIO Card (2)Resident permit (Govt. issued ID-card)

List of Documents sent at Trading Account address: 1) Welcome Letter, (2) Password, (3) Contract Notes along with STT Annexure, (4) Statement of Account and Ledgers.

Note:

For the list of valid proofs of non-individual account kindly refers to the checklist on our website:

www.maitracommodities.com