

Instruction to change the Bank a/c details for Dividend Mandate & Debit Authorization

HDFC Bank - Depository Services
Empire Plaza I, 4th Floor
LBS Marg, Chandan Nagar, Vikroli West,
Mumbai – 400083

Dear Sir / Madam

I / We request you to update the details given below for the following purpose.

<input type="checkbox"/>
<input type="checkbox"/>

a. **Mandate for receiving dividend in the Depository Account.**

b. **Debit Authorization for Bank Charges and Undertaking for the payment of Interest in case of occurrence of Debit Balance**

DP CLIENT ID				DP ID (HDFC Bank)											
TYPE OF ACCOUNT (* tick whichever is applicable)				Savings Account				Current Account				CC / OD Account			
BANK ACCOUNT NO.															
BANK / Branch NAME															
ADDRESS/BUILDING															
STREET															
AREA/LOCALITY															
CITY															
PIN CODE															
MICR NO. (9 digits)															
IFSC Code															

I / We hereby authorize the Bank to debit all types of Bank Charges / commission / fees ("Service Charges") payable by me / us to towards said demat account. I / We undertake that sufficient balance(s) shall be maintained in the said bank account(s) to facilitate the debiting of service charges. The failure on part of me / us to maintain sufficient balances in the said bank account(s) shall not in any way impair the right of the Bank to debit the service charges. I / We hereby further authorize the bank to charge any interest on debit balance in the said bank account(s) due to the debit towards service charges.

I/We hereby confirm that the Bank shall have a lien and right of set off on all monies belonging to me/us standing to my/our credit in any account whatsoever with the Bank and authorize the Bank without reference to me/us to appropriate the same towards satisfaction of the Service Charges or any other charges due and payable by me/us.

The Bank shall not be obliged to provide overdraft facility on the said account but for towards the debiting of service charges payable by me / us. I / We specifically agree and confirm that any matter or issue arising hereunder shall be governed by and construed exclusively in accordance with the Indian laws and shall be subject to the jurisdiction of the courts of Mumbai in India.

I/We confirm the following account be mandated for the purpose of receipt of dividend and other cash benefits, which I/We am/are entitled to on our holdings in demat form.

Signature of ALL the Demat / Savings / Current account holders:

_____ 1 st Holder	_____ 2 nd Holder	_____ 3 rd Holder
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Note:

- In case of Debit Authorisation "**Ticked**" then saving / current bank account holders also need to sign as per the mode of operation.
- In case of Dividend Details pertaining to HDFC Bank CASA, **cheque leaf copy not required.**
- For updation of Dividend Bank details other than HDFC Bank following documents are required
 - Specimen copy of cheque / cancelled cheque leaf or**
 - Copy of Bank Statement or**
 - Copy of Bank passbook or**
 - Letter from bank**
- The documents mentioned in **point no.3** must contain the **Bank Name, Branch Address, IFSC / MICR Code, Name of the Account Holder and Account Number**
- In case of Dividend Mandate updation, first holder of demat account should be one of the holder in bank account