

To  
 Karvy Computershare Pvt. Ltd,  
 Karvy Plaza, St. No. 1, Banjara Hills,  
 Hyderabad – 500 034



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

Dear Sir

**Sub: PAN based service request.**

I am the holder of the PAN number \_\_\_\_\_ under the name \_\_\_\_\_.

I/ we request you to change the following details on all my/our folios across all funds serviced by you, where I am the sole/ first holder.

**Address Details to be changed:**

Address1: \_\_\_\_\_

Address2: \_\_\_\_\_

Address3: \_\_\_\_\_

City: \_\_\_\_\_ Pincode: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

**Contact Details to be changed:**

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email id (Pl write in CAPITAL LETTERS): \_\_\_\_\_

**Statement of Account to be sent**  **by E-mail only**  **by Physical and E-mail**

**Bank Details to be changed:**

Account No. \_\_\_\_\_ Account Type: Savings / Current

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

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

Branch Address: \_\_\_\_\_

Branch City: \_\_\_\_\_ Branch Pincode: \_\_\_\_\_

IFSC CODE: \_\_\_\_\_ ECS Code: \_\_\_\_\_

For making the required changes in your records of bank details request, I/we are attaching here with a copy of the bank statement or a cancelled cheque with my/our name and account details printed on it.

I/We authorize Karvy to execute this request across the funds serviced by Karvy.

Signed by:

\_\_\_\_\_  
**First Holder**  
**(The above PAN holder)**

\_\_\_\_\_  
**1st Joint Holder**

\_\_\_\_\_  
**2nd Joint Holder**

**Note:**

1. If the account for which you are requesting changes is a joint one, all the holders have to sign unless it is mentioned in the account / investments as Either or survivor.
2. This form is valid and updating will carried out only if the first holder is same and PAN is registered and verified in those folios.
3. Confirmations would be sent to for each fund/folio separately once the request is processed.
4. In case the folios are KYC (Know your customer) complied/verified, address cannot be changed with this request. For such folios, investor has to submit separate request to CVL (CDSL venture Ltd.).
5. This Service request will be processed subject to meeting the requirements of respective fund house guidelines including the submission of supporting documents for carrying out the changes (you may get in touch with the respective AMCs/ local Karvy ISCs for additional requirements/documents, if any).
6. Bank mandate is scheme wise/folio wise for different funds. Bank mandate mentioned in this request will replace all the bank mandates across all schemes in the folios attached to the PAN as first holder.