

ADDRESS CHANGE FORM

To,
Ortem Securities Limited

59, Bentinck Street
1st floor
Kolkata 700 069

Dear Sir,

I / We would request you to change my / our address & update contact details in my / our account as given below:

Trading/Demat Account Number _____.

<u>New Address</u>		
ADDRESS 1	_____	
ADDRESS 2	_____	
PIN CODE	CITY	STATE
_____	_____	_____
COUNTRY	_____	
MOBILE NUMBER	_____	
LANDLINE NUMBER	_____	
E-MAIL ID	_____	

I/We request you that in future all my/our correspondence be sent at the above address.

I/We am/are enclosing herewith copy of _____ as proof of New address.

Name(s) _____

Signature(s) _____

Date _____

List of valid Address Proof :

- (1) Ration Card,
- (2) Passport,
- (3) Voter ID card,
- (4) Driving License,
- (5) Bank Passbook/Bank Statement: (a) Bank Statement /Bank Passbook – should clearly display account number, name & address of the client (not more than two months old). Bank Statement needs to be accompanied with a copy of bank cheque.
- (6) Electricity Bill/Telephone Bill – Landline (not more than two months old),
- (7) Lease and License Agreement/Agreement for sale/Rent Agreement
- (8) 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 a student), (g) Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members

BANK DETAILS UPDATION FORM

To,
Ortem Securities Limited
59, Bentinck Street
1st floor
Kolkata 700 069

Dear Sir,

I / We would request you to link my new Bank Account details with my / our trading account having Trading/Demat ID _____.

My / our new Bank Account particulars are as follows:

<u>Details required</u>	<u>New bank Details</u>
Account No.	
Type of Account	
Bank Name	
Bank Address	
MICR No.	
IFSC Code	
RTGS Code	
Bank Code	

I / We am / are enclosing herewith copy of _____ as proof of NEW bank account.

Name(s) _____

Signature(s) _____

Date _____

List of valid Bank Proof:

- (1) Bank Statement /Bank Passbook should clearly display account number, name & address of the client
- (2) Cancelled Personalized Cheque copy.

E-Mail Change Form

Dear Sir,

I / We would request you to change my / our e-mail address and updated contact details in my / our account as given below:

Client ID : _____

DETAILS	
NAME	
MOBILE NUMBER	
LANDLINE NUMBER	
E-MAIL ID	

I / We request you that in future all my / our correspondence be sent at the above e-mail address.

Name

Signature