



**Address :** Kotak Infinity, 8<sup>th</sup> floor, Building No 21 Infinity Park, Off western Express Highway, Gen A.K. Vaidya Marg, Malad (E), Mumbai – 400 097. Tel - 091 22 4285 6825

For Office use only

Date	D	D	M	M	Y	Y	Y	Y
------	---	---	---	---	---	---	---	---

Query ID	
Dematrix No	

## Request letter for minor correction in name of the account holder in demat account

Dear Sir/Madam,

I hereby request you to correct my name in the following demat account held with you:-

Trading Code					
--------------	--	--	--	--	--

Demat Account No.									
-------------------	--	--	--	--	--	--	--	--	--

DP ID : IN300214

### Reason for minor correction (please tick any one)

- |   |  |
|---|--|
| <input type="checkbox"/> Expansion of initials    | <input type="checkbox"/> Addition of middle name         |
| <input type="checkbox"/> Abbreviation to initials | <input type="checkbox"/> Correction of spelling mistakes |

I hereby declare that the above specified reason for correction in name in my demat account is not on account of change in name due to marriage, divorce, Court order, numerology or any other reasons.

### Name as should be recorded in my demat account

Correct name	
--------------	--

### Specify the proof of identity submitted

- |   |   |                                   |  |
|---|---|-----------------------------------|--|
| <input type="checkbox"/> PAN card   | <input type="checkbox"/> AADHAAR card             | <input type="checkbox"/> Passport | <input type="checkbox"/> Driving Licence |
| <input type="checkbox"/> Voter's identity card issued by the Election Commission of India | <input type="checkbox"/> Job card issued by NREGA |                                   |  |

Signature of account holders

First / Sole Holder

--

Name

Second Holder

--

Name

Third Holder

--

Name



## ACKNOWLEDGEMENT



Query ID	
----------	--

Date	D	D	M	M	Y	Y	Y	Y
------	---	---	---	---	---	---	---	---

Received the Name change from \_\_\_\_\_

having Trading code \_\_\_\_\_ and Demat Account No. \_\_\_\_\_

Employee signature

For Kotak Securities Ltd. (Company Seal)

--

Name of the Employee \_\_\_\_\_

Employee Code							
---------------	--	--	--	--	--	--	--

Your request will be processed within a tentative period of 7 days from the date of receipt of complete documents. In case of queries regarding the status of the request, We request you to call on Customer Service No. 1800 209 9191/1860 266 9191. Demat related complaints write at ks.demat@kotak.com for any other queries or complaints write at service.securities@kotak.com. Kotak Infinity, 8th Floor, Bldg. No.21, Infinity Park, Off Western Express Highway, Gen A.K. Vaidya Marg, Malad (E), Mumbai - 400 097 Tel.: 91-22-4285 6825