

# CONTACT UPDATION FORM

**PERSONAL DETAILS:**

Name																															
Customer ID:											Account No.:																				
*MAILING ADDRESS For existing customers, address given below will be updated for the applicant in all accounts held with HDFC IFSC Banking Unit, GIFT City																															
Flat No. & Building Name																															
*Road No/Name																															
*Landmark / Area																															
*City / Town																					*PIN Code										
*State																Country															

**PERMANENT ADDRESS:** For existing customers, address given below will be updated for the applicant in all accounts held with HDFC IFSC Banking Unit, GIFT City

Flat No. & Building Name																														
*Road No/Name																														
*Landmark / Area																														
*City / Town																					*PIN Code									
*State																Country														

**\*CONTACT NUMBER:**

Residence Fax	S T D - N U M B E R										Mobile No.																			
Office	S T D - N U M B E R																													
Email ID																														
Country Code											Area Code																			

For NON-INDIVIDUALS, please fill the following in BLOCK LETTERS. All Fields indicated by \* are mandatory

Name of The Entity:																														
Type of Entity:																														
Entity Registration Number:																														
Date of Incorporation:																														
Address of The Registered office:																														
Email Id of The Entity																														

**CHANGE OF ADDRESS:** I/We request you to effect the following changes in your Bank records. I/We understand that the change(s) / are being carried on my/our request and will affect all accounts held by me/us with HDFC IFSC Banking Unit, GIFT City under the captioned Customer ID. I/We shall submit the necessary document(s) for Address change request required for effecting the same.

**INSTRUCTIONS:** Mailing address will be changed in Bank's records for the Customer ID for which the service is requested for. Signature on the form needs to be as per the account.

**TERMS AND CONDITIONS FOR SERVICE REQUEST TO CHANGE ADDRESS DETAILS**

This document lays out the terms and conditions which shall be applicable to all requests to change address details of the Account(s)/ which are existing or may be opened any time in future with HDFC Bank, GIFT City IBU, Gandhinagar, Gujarat having their address at 402, 403,404, Brigade International Financial Center, Building 14A, Zone1, GIFT Sez, GIFT City Gandhinagar 382355 (the "Branch"). The words "Client, we and our" refer to the person(s) who open the accounts and shall include both singular and plural. The terms and conditions shall bind each one individually or any one or more or all of them collectively and all agreements, obligations and liabilities of the customers are joint and several. Headings in this Agreement are inserted for convenience only and shall not affect the construction of this Agreement. Any appendices attached hereto shall form an integral part of this Agreement.

The person(s) whose name(s), address(es) and other details are specified as the customer(s) in the Contact Update Form (hereinafter referred to as the "Customer", which expression, unless it be repugnant to the context or meaning thereof, shall include his/her/its legal heirs, successors, executors and administrators, as applicable)

**1. DEFINITIONS**

- 1.1. "Account(s)" means and includes Savings Account and/or Current Account(s) and/or Deposit Account(s) opened with the Bank.
- 1.2. "Act" means the International Financial Services Centres Authority Act, 2019 (50 of 2019).
- 1.3. "Applicable Law" means any law, regulation, ordinance, rule, judgment, order, decree, bye-law, clearance, approval, directive, guideline, policy, requirement, or other governmental restriction or any similar form of decision of any Governmental Authority, or other governmental restriction or any similar form of decision of or determination by any Governmental Authority having the force of law and jurisdiction over the matter in question, whether in effect as of the date of this Applicable Law or at any time thereafter.
- 1.4. "Bank" refers to HDFC Bank Limited, a banking company incorporated in India under the Companies Act, 1956 and existing under the provisions of the Companies Act, 2013 (of India) and shall include the Branch.
- 1.5. "Governmental Authority" means any: (a) government (central, state or otherwise) or sovereign state; (b) any governmental agency, semi-governmental or judicial or quasi-judicial or regulatory or administrative entity, department or authority, or any political subdivision thereof; or (c) international organization, agency or authority including, without limitation, any self-regulatory organization, established under any Applicable Law.
- 1.6. "IFSC" shall have the meaning assigned to the term under the Act.
- 1.7. "RBI" shall mean the Reserve Bank of India.

**2 TERMS AND CONDITIONS IN RELATION TO SERVICE REQUEST FOR CHANGE IN ADDRESS DETAILS**

2.1 I/We agree that the Address change will be done only on submission on any one of the following supporting documents. It is mandatory that the photocopy of the documents submitted as address proof is duly signed under full signature. The list of documents that will be acceptable as address proof are:

- Photocopy of valid passport mentioning the address
- Photocopy of utility bill not more than 3 months old
- Photocopy of bank statement not more than 3 months old
- Photocopy of valid driving license
- Photocopy of Government issued ID Card
- Photocopy of credit card statement but not more than 3 months old
- Photocopy of lease agreement/ rent receipt (not more than 3 months old)
- Photocopy of appointment letter

2.2. I/We agree that the Bank is entitled to decline the instruction to change address details and/or reject or cancel the application to change address details without furnishing any reason whatsoever, and also agree that the Bank may contact me/us and request for further information or documents for the purpose of evaluating, examination and scrutinizing my/our application or any or all information or details provided or furnished by me/us.

2.3. I/We agree to abide by the Bank's Terms and Conditions and rules in force and the changes thereto from time to time relating to our account.

2.4. I/We agree that the opening and maintenance of the account is subject to rules and regulations introduced or amended from time to time by the RBI and/or the IFSCA and that I/we agree to abide by these rules and regulations as amended or introduced from time-to-time.

2.5. I/We also agree that if any of the statements, declarations, certificate and confirmations, submitted by me/us are found to be false, incorrect or misrepresenting in any form or manner, whatsoever, the Bank shall neither be bound to accept and/or process our application for changing the address details of the Account with the Branch nor will the Bank be bound to pay any cost, charges or interest arising from or in connection with my/our application.

2.6. I/We understand, agree and confirm that these Terms and Conditions are as per current regulatory environment, the same are bound to change without prior notice as per changes in the legal or regulatory framework.

**3. GUIDELINES RELATED TO COMPLIANCE WITH KNOW YOUR CUSTOMER ("KYC")**

3.1 I/We agree that the Bank, before opening any Account will carry out a due diligence as required under the Know Your Customer Policy of the Bank. I/We would be required to submit necessary documents as proofs, such as identity, address, photograph, and any such information to meet with KYC, Anti-Money Laundering ("AML") or other statutory/ regulatory requirements. Further, I/we agree to submit the above documents at periodic intervals, including but not limited towards change of address request, as may be required by the Bank to comply with the guidelines, circulars and/or notifications released by the RBI, as may be applicable to the Bank.

3.2 While the Bank may communicate reminders to me/us towards providing the information and documents as the Bank may require toward undertaking the compliance with the KYC guidelines, I/we understand and agree that the Bank will be obligated to impose 'partial freezing' upon our failure to satisfy the Bank towards their compliance under the KYC requirements, in accordance with the KYC guideline released by the RBI.

3.3 I/We agree that the Bank shall have the right to require me/us to submit additional documentation in future to fulfil any additional / new KYC/AML guidelines or regulatory requirements that may be notified by the IFSCA from time-to-time. I/We agree that I/we shall ensure compliance of the same. I/We agree that in case of non-compliance, the Bank reserves the right to freeze or close my/our account.

3.4 I/We agree, undertake and authorise the Bank to appoint or engage agents or third party, to make reference checks or enquiries related to the information provided or submitted by me/us, as it deems necessary.

**4. ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO NON-INDIVIDUAL CUSTOMER**

4.1. We declare and confirm that our incorporation and/or charter documents that are submitted by us to the Bank are true and correct as on date. We shall duly notify to the Bank of any changes to the said charter documents.

**5. GOVERNING LAW AND JURISDICTION**

5.1. I agree, confirm and declare that all matters or dispute related to or arising out of the Account or any facilities connected with the Account (each, a "Dispute") shall be governed by the laws of India.

5.2. Subject to Clause 5.3 below, all Disputes shall be subject to the exclusive jurisdiction of the courts at Gandhinagar, Gujarat.

5.3. In the event that any Governmental Authority has been specifically designated under Applicable Law to exercise jurisdiction at GIFT City, Gandhinagar, the said Governmental Authority shall exercise the jurisdiction to try, adjudicate and pronounce its decision on any Dispute.

**DECLARATION:**

I/We have read the Terms and Conditions governing opening of an account/deposit with HDFC IFSC Banking Unit, GIFT City and the Terms and Conditions governing a request for change in address details. I/We hereby accept to be bound by the aforesaid Terms and Conditions, as maybe amended from time to time, including those excluding/limiting the Bank's liability. Further, I/we agree that the opening and maintenance of the account is subject to rules and regulations introduced or amended from time to time by the RBI and/or the IFSCA and that I/we agree to abide by these rules and regulations as amended or introduced from time-to-time

I/We confirm that all details provided on the form are correct.

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

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

Signatures: \_\_\_\_\_

**FOR BANK USE ONLY**

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

Received on (Date): \_\_\_\_\_

Client Signature Verified by (sign)

Name of the staff: \_\_\_\_\_

For CPU use only updated by: \_\_\_\_\_

Employee Id: \_\_\_\_\_

Employee Id: \_\_\_\_\_

Authorised by: \_\_\_\_\_

Employee Id: \_\_\_\_\_