

# Name Change Process

In Trading and Demat account

# Individual Accounts Name change Process

# Individual Accounts – Name change requirements

No	Requirement	Remarks
1	Modification Form	Mandatory
2	PAN Card	Mandatory
3	Other Forms/Proofs (Refer next slide)	Mandatory
4	Mother's full name in modification form	Mandatory
5	Self attestation on all documents	Mandatory

**Note:** For an individual joint account, All forms and proofs need to be signed by account holder in whose name name/correction is required

**Internal Requirement:** OSV - Original Signed & Verification by Relationship Manager or Branch Official

# Individual Accounts – Other Forms/Proof Required

This requirement is based on reason for change in name

Name Change Reason	Annexure B	Other Proofs Required
Marriage or Divorce	Not Required	Marriage Certificate /Divorce certificate OR Copy of Passport showing husband's name OR Publication of name change in official gazette#
Other than Marriage*	Not Required	Publication of name change in official gazette#
Change in Father's Name	Not Required	Publication of name change in official gazette#
Expansion of Initials	Required	Proof of Identity & Proof of Address with correct name
Abbreviation of Initials	Required	Proof of Identity & Proof of Address with correct name
Addition on Middle Name	Required	Proof of Identity & Proof of Address with correct name
Correction of Spelling Mistakes	Required	Proof of Identity & Proof of Address with correct name

\*Any change in name including change in spelling of name due to any reason like astrology/numerology etc.

# Since there is no official gazette for individuals in the state of **Karnataka & Punjab**, residents of these states need to provide alternate proofs – These are covered in next slide.

# Individual Accounts – Other Forms/Proof Required For Residents of Karnataka & Punjab States only

This requirement is based on reason for change in name

Name Change Reason	Other Proofs Required
Marriage or Divorce	Marriage Certificate /Divorce certificate OR Copy of Passport showing husband’s name OR All of the below: <ul style="list-style-type: none"> <li>➤ Request letter for change of name;</li> <li>➤ Sworn affidavit executed before the Notary Public/ Magistrate of First Class/ Executive Magistrate mentioning the reason for change of name and his complete address;</li> <li>➤ Paper publication in one local newspaper and one national newspaper; and</li> <li>➤ KYC in changed name.</li> </ul>
Other than Marriage*  Change in Father's Name	<ul style="list-style-type: none"> <li>➤ Request letter for change of name;</li> <li>➤ Sworn affidavit executed before the Notary Public/ Magistrate of First Class/ Executive Magistrate mentioning the reason for change of name and his complete address;</li> <li>➤ Paper publication in one local newspaper and one national newspaper; and</li> <li>➤ KYC in changed name.</li> </ul>

\*Any change in name including change in spelling of name due to any reason like astrology/numerology etc.

# Non-Individual Accounts Name change Process

# Non-Individual Accounts – Name change requirements

No	Requirement	Remarks
1	Modification Form Or Covering Letter on Company Letter head	Mandatory
2	PAN Card	Mandatory
3	Other Forms/Proofs (Refer next slide)	Mandatory
4	All forms and proofs need to be signed by Company secretary or any one Director	Mandatory

**Internal Requirement:** OSV - Original Signed & Verification by Relationship Manager or Branch Official

# Non-Individual Accounts: Other Forms/Proofs Required

This requirement is based on reason for change in name

Name change Reason	Other Proofs required
Corporates/FII - Change in Name	<ul style="list-style-type: none"> <li>➤ KRA Form</li> <li>➤ Board Resolution</li> <li>➤ Certified true copy of fresh certificate of incorporation consequent upon change of name issued by the Registrar of Companies – duly attested by the company secretary or director</li> <li>➤ Address proof with new Company name - latest bank statement</li> <li>➤ Required (ASL) Authority Signatory List (existing and new) with photographs and sign across photo with new company stamp</li> <li>➤ ASL should be attested by Company secretary or any one Director</li> <li>➤ Form No.18 for change of address</li> <li>➤ If not verified at KRA level with new Name require modification form or KRA form</li> </ul>
Corporates/FII - Amalgamation / scheme of arrangement	<ul style="list-style-type: none"> <li>➤ Letter from Corporate / FII requesting for change in name.</li> <li>➤ Certified true copy of court order sanctioning the amalgamation / scheme of arrangement</li> <li>➤ Form no. 21 filed with the Registrar of Companies along with ROC receipt showing the payment of fees as generated from the website of Ministry of Corporate Affairs</li> <li>➤ Letter from Corporate / FII requesting for change in name</li> <li>➤ Certified true copy of court order sanctioning the amalgamation / scheme of arrangement</li> </ul>



# Non-Individual Accounts: Other Forms/Proofs Required

This requirement is based on reason for change in name

Name change Reason	Other Proofs required
<b>Partnership Account (LLP)</b> – Addition/Deletion of Partner	<ul style="list-style-type: none"> <li>➤ Covering letter (on company letterhead) for Revised (addition /deletion), Authority signatory (with existing authority signatory name and designation with mode of holding) with DP and Trading account number. Letter should be address to EDELWEISS (Address is not required). Letter should be signed by all partners.</li> <li>➤ If verified at KRA level with new signature, copy of KRA verified site is required. If the client is not verified at KRA level with new signature require modification form or KRA form.</li> <li>➤ Partnership Trust deed - should be signed by all Partners.</li> <li>➤ If Share holder pattern is not available in Partnership deed then provide Share holder pattern in separate letter signed by all Partners</li> <li>➤ Authorization letter on company letter head signed by all partners.</li> <li>➤ Required (ASL) authority signatory list (existing and new) with photographs and sign across photo with company stamp. ASL should be attested by all partners.</li> <li>➤ Address proof and photo ID of new authority</li> </ul>
<b>Partnership Account (LLP)</b> – Change of Partner due to Death case	<ul style="list-style-type: none"> <li>➤ Covering letter with relevant account numbers and details of partners which are being removed and added (death case).</li> <li>➤ LLP resolution copy of Deletion &amp; Admission of partner in LLP as on the effective date.</li> <li>➤ Death Certificate.</li> <li>➤ Partnership Deed with revised partner detail.</li> <li>➤ Partnership letter of Authority</li> <li>➤ Certificate of Incorporation with Company Master data having revised partner and signatory details.</li> <li>➤ List of partners</li> <li>➤ List of Authorized Signatories along with POI &amp; POA</li> <li>➤ KRA form</li> <li>➤ Pan card of LLP</li> </ul>

Thank You