

To change your address, please do the following:

1. **Provide a copy** of your fresh address proof (List of documents that are accepted are listed below)
2. Fill the form in the following page.
3. Once filled, sign wherever applicable and then courier the form to the address listed below:

TO,

AVIGHNA TRADES

Office No.707, Airen Heights

Plot no. 14 Scheme No. 54 PU-3 Indore

A. Proof of Address (POA)

List of documents admissible as Proof of Address: (*Documents having an expiry date should be valid on the date of submission.)

1. Aadhaar/Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License.
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook - Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks / Scheduled Co-Operative Bank / Multinational Foreign Banks / Gazetted Officer / Notary Public / Elected representatives to the Legislative Assembly/ Parliament / Documents issued by any Govt. or Statutory Authority.
6. Identity card/document with address, issued by any of the following: Central/State Government and its departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

For Individuals:

- a. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.
- b. In case of non-resident clients, employees at the stock broker's local office, overseas can do in-person verification. Further, considering the infeasibility of carrying out 'In-person' verification of the non-resident clients by the stock broker's staff, attestation of KYC documents by Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy / Consulate General in the country where the client resides may be permitted.

For non-individuals:

- a. Form need to be initialized by all the authorized signatories.
- b. Copy of Board Resolution or declaration (on the letterhead) naming the persons authorized to deal in securities on behalf of company/others & their specimen signatures.



FORMAT FOR CHANGE OF ADDRESS

Date : _____ Client ID : _____

To, From :
 AVIGHNA TRADES Client Name : _____

Office No.707, Airen Heights
 Plot no. 14 Scheme No. 54 PU-3 Indore

Dear Sir,

Kindly make a note of change in my/our address as given below in your records : -

LOCAL/ PERMANENT ADDRESS :

OLD ADDRESS		NEW ADDRESS	
CITY :	PIN :	CITY :	PIN : (Mandatory)
TEL. # (With STD Code) :		TEL. # (With STD Code) :	

CORRESPONDENCE / FOREIGN ADDRESS :

OLD ADDRESS		NEW ADDRESS	
CITY :	PIN :	CITY :	PIN : (Mandatory)
TEL. # (With STD Code) :		TEL. # (With STD Code) :	

Signature of a Client

Document Checklist (To be submitted alongwith the application – Please refer overleaf for the acceptable proof of address and identity) :

1.	Proof of address	
2.	Proof of identity of all holders	
3.	Statement of transaction	Period : _____ to _____