

To
 Karvy Computershare Pvt. Ltd,
 Karvy Plaza,
 H. No: 8-2-596, Road No: 10
 St. No. 1, Banjara Hills,
 Hyderabad – 500 034



Date: _____

Dear Sir/Madam

Sub: PAN based service request.

I am the holder of the PAN number _____ under the name _____

I/ we request you to change the following details on all my/our folios across all funds serviced by you, where I am the sole/ first holder.

Please add / change contact details as below: {Pls the request updation}

Email ID: _____

Mobile Number: +91 _____

Contact Number [Phone – Office] _____

Contact Number [Phone – Residence] _____

Please Update KYC status in all my folios.
 (Please enclose proof of KYC Verification)

I/We authorize Karvy to execute this request across the funds serviced by Karvy.

Signed by:

First Holder
 (The above PAN holder)

1st Joint Holder

2nd Joint Holder

ACKNOWLEDGEMENT SLIP	
Received From _____	PAN: _____
Updation of <input type="checkbox"/> Mail id _____	<input type="checkbox"/> KYC Status
<input type="checkbox"/> Mobile No: _____	<input type="checkbox"/> Home/ Office Phone No: _____

Note:

1. If the account for which you are requesting changes is a joint one, all the holders have to sign Unless it is mentioned in the account / investments as Either or survivor.
2. This form is valid and updating will carried out only if the first holder is same and PAN is registered and verified in those folios.
3. Confirmations would be sent to for each fund/folio separately once the request is processed.