

REQUISITION FOR CHANGE IN CLIENT DETAILS
(For Commodities)

Date: _____

To,
The Manager,
M/s. **Zen Comtrade (P) Limited**,
3rd Floor, GEV Tulasi, Plot No. 151, 152 & 153,
Opp. JNTU, Kukatpally, Pragathinagar, Quthbullapur, Hyderabad - 500090.

Dear Sir / Madam,

Sub: Change in Address / Telephone Nos. / Bank A/c. details *.

Ref: Client Code _____

I/We hereby request you to change my/our Address / Telephone Nos. / Bank A/c. details details in your records as per the details given below.

1. Change in Address / Telephone Nos. (please enclose Proof of Address)\$

| Old Address | New Address |
|-------------|-------------|
| | |
| | |
| | |
| Pin Code: | Pin Code: |
| Tel. Ph. | Tel. Ph. |

2. Change in Bank A/c. details (please enclose bank statement / copy of pass book)\$

| Old Bank A/c. details | New Bank A/c. details |
|-----------------------|-----------------------|
| A/c. No. | A/c. No. |
| Savings / Current | Savings / Current |
| Bank Name | Bank Name |
| Branch | Branch |
| MICR /IFSC. | MICR /IFSC. |

Kindly do the necessary changes in your records.

Yours truly,

X

Name _____

Note: *Strike out whichever is not applicable.
\$Please enclose proper proofs for updations.

| For Office Use only: | | |
|-----------------------------|------------|-------------|
| Authorised by | Updated by | Verified by |
| | | |