

Application for Updation / Change in Records

To,
SPA Securities Limited
New Delhi – 110058


Dear Sir / Madam,

Sub: Updation / change in details in your records

Ref.: Client Code _____

I/We hereby request you to update / change the following details in your records:

Details to be Changed	Addition / Modification / Deletion (Please specify)	Existing Details	New Details
Address Details			
Bank Account Details			
Demat Account Details			
Phone / Mobile No.			
E-Mail ID			
Exchange / Segment			

Client Signature (If Partner, Corporate, or other Signatory then attest with company / Firm seal)	Signature		Date	
	Name		Place	

Instruction for Client:		
Proof of Address: In case of change of address, please provide any of any of the following document as proof of new address		
Passport (within the validity period)	Ration Card	Driving License (within the validity period)
Electricity Bill / Telephone Bill (not more than two months old)	Bank Statement / Bank Passbook (not more than three months old and if logo of bank is not on Statement or Passbook, then certified by Bank)	Voter ID Card
Rent Agreement / Leave & License Agreement	Sale Deed / Agreement for Sale	
Proof of Bank A/c.: In case of change of bank details, please provide any of any of the following document as proof of new Bank a/c.		
Cancelled Cheque (bearing pre-printed name of the client)	Bank Passbook / Bank Statement (not more than three months olds and bearing name and address of client)	Letter from Bank
Proof of Demat A/c.: In case of change of Demat details, please provide any of any of the following document as proof of new Demat A/c.		
Client Master	Demat Account Statement (not more than three months old)	