

Change of Address/Contact Details

Please complete the form in BLOCK CAPITALS.

Date:

Please tick where applicable and ensure that no blank or partially completed forms/documents are signed and handed over to the Bank staff.

In case if you have a valid address proof, it is preferable to carry the original document for verification by the Bank staff, along with self-attested copies of the proof document.

Customers who only hold a Credit Card relationship with the bank, must submit both the Identity and Address proof documents as per the acceptable documents of the Bank. The Identity document should contain the customer's signature. (originals should be carried if the customer is visiting the Bank)

Dear Sir,

I/We authorise The Hongkong and Shanghai Banking Corporation Limited, India (the Bank) to record a change of our address/contact details in the Bank's records.

This change will apply to all my accounts and products as selected below (sole or joint) held by me/us with the Bank
(Tick relevant boxes)

<input type="checkbox"/> Savings Account	<input type="checkbox"/> Current Account	<input type="checkbox"/> Fixed Deposit	<input type="checkbox"/> Home Loan
1 <u>Customer ID/Account or Card number</u>	1 <u>Customer ID/Account or Card number</u>	1 <u>Customer ID/Account or Card number</u>	1 <u>Customer ID/Account or Card number</u>
2 <u>Customer ID/Account or Card number</u>	2 <u>Customer ID/Account or Card number</u>	2 <u>Customer ID/Account or Card number</u>	2 <u>Customer ID/Account or Card number</u>
3 <u>Customer ID/Account or Card number</u>	3 <u>Customer ID/Account or Card number</u>	3 <u>Customer ID/Account or Card number</u>	3 <u>Customer ID/Account or Card number</u>
<input type="checkbox"/> Personal Loan	<input type="checkbox"/> Lockers	<input type="checkbox"/> Wealth Management	<input type="checkbox"/> Credit Card
1 <u>Customer ID/Account or Card number</u>	1 <u>Customer ID/Account or Card number</u>	1 <u>Customer ID/Account or Card number</u>	1 <u>Customer ID/Account or Card number</u>
2 <u>Customer ID/Account or Card number</u>	2 <u>Customer ID/Account or Card number</u>	2 <u>Customer ID/Account or Card number</u>	2 <u>Customer ID/Account or Card number</u>
3 <u>Customer ID/Account or Card number</u>	3 <u>Customer ID/Account or Card number</u>	3 <u>Customer ID/Account or Card number</u>	3 <u>Customer ID/Account or Card number</u>

Please check the address type for updation. More than 1 address type can be selected.

Permanent Address

Customer Name(s) _____

Address Line 1 _____

Address Line 2 _____

Address Line 3 _____

City _____ Country _____

State _____ Pin Code _____

Tel. (Off.) _____ Tel. (Resi.) _____

E-mail ID _____ Mobile _____

Residence Address At this address since:

Same as Above

Customer Name(s) _____

Address Line 1 _____

Address Line 2 _____

Address Line 3 _____

City _____ Country _____

State _____ Pin Code _____

Tel. (Off.) _____ Tel. (Resi.) _____

E-mail ID _____ Mobile _____

Previous Residential Address (applicable if staying at the current residential address for less than 3 years)

Customer Name(s) _____

Address Line 1 _____

Address Line 2 _____

Address Line 3 _____

City _____ Country _____

State _____ Pin Code _____

Tel. (Off.) _____ Tel. (Resi.) _____

E-mail ID _____ Mobile _____

Correspondence Address

Same as Residence

Same as Permanent

Customer Name(s) _____

Address Line 1 _____

Address Line 2 _____

Address Line 3 _____

City _____ Country _____

State _____ Pin Code _____

Tel. (Off.) _____ Tel. (Resi.) _____

E-mail ID _____ Mobile _____

If the correct address type(s) is/are not selected above:

- All 3 address types (Permanent, Residence and Correspondence) will be updated with the new address where address proof has been submitted
 - Where no address proof is submitted, only the Correspondence address will be updated on our records
1. I/We confirm that there has been no change in my/our residential status.
 2. I/We understand that this change would be effected in the Bank's records within a period of 3 to 7 working days from the request, subject to the Bank's requirements/verifications. Till such time, any communication by the Bank will continue to be dispatched to the previous Correspondence address on the Bank's records.
 3. This is to confirm that I/we in the event of change in address due to relocation or any other reason, would intimate the new address to the Bank within two weeks of such a change.
 4. Demat account (if applicable): I/We understand that any change of mailing address on the demat account will need to be submitted separately in the requisite Demat Form.

5. Wealth Management account (if applicable): I/We have availed of the wealth management services from the Bank. I/We understand that the new address needs to be updated in the records of the Asset Management Company for my/our investments that have been executed through the Bank in order to do that, I/we understand that the change of address needs to be updated at CDSL Ventures Limited (Central Depository Services Limited) Know Your Customer (KYC) records which will be done by me/us separately as per regulatory requirements.
6. For change of address of any third-party insurance products i.e Life insurance, General insurance etc., please approach the respective third-party or our nearest HSBC India branch for assistance.

Yours sincerely,

Sole/First Accountholder

Joint/Second Accountholder

Joint/Third Accountholder

Please sign this form as per the signing mandate on your account and the locker (if held) as per the signature recorded with the Bank.

Address proof documents for Resident accounts (please provide self-attested copies of the documents. The originals of the copies will be verified by the Bank staff):

1. Passport
2. Indian Elector's Photo Identity card (Voter ID card)
3. Permanent Driving Licence
4. Permanent Account Number (PAN) card
5. Unique Identification Authority of India card (Aadhaar card)
6. National Rural Employment Guarantee Act (NREGA) Job card

For information on additional documents acceptable as address proof please get in touch with the nearest HSBC branch in India or your Relationship Manager or call the HSBC India Contact Centre.

Documents accepted as a proof of address should mention the address details.

Documents for change of address for Non-Resident (NR) customers:

1. Passport
2. Indian Elector's Photo Identity card (Voter ID card)
3. Permanent Account Number (PAN) card
4. Permanent Driving Licence
5. Unique Identification Authority of India card (Aadhaar card)
6. National Rural Employment Guarantee Act (NREGA) Job card

For information on additional documents acceptable as address proof please get in touch with the nearest HSBC India branch or your Relationship Manager or the HSBC India Contact Centre.

Documents accepted as a proof of address should mention the address details.

For NR customers based in location where there is no HSBC presence, the documents can be attested by:

- The Indian consulate overseas
- Banks of international repute

For Bank use only

Date Received

Branch Code

RMS Ref