

1 INVESTOR DETAILS

Folio / Account No:																					
Name of First/ Sole Applicant	Mr.	Ms.	M/s.														PAN				
Name of Second Applicant	Mr.	Ms.	M/s.														PAN				
Name of Third Applicant	Mr.	Ms.	M/s.														PAN				

2 CHANGE IN NAME OF THE UNIT HOLDER/S

I/We request 360 ONE Asset Management Limited to update new name/s and various records in the folio/s as per the details mentioned above and below. I/We hereby agree that new name will be valid and effective only after the changes are updated and a confirmation is received by me/us. After the new name/signature audition, any requests with old name/signature will not be honored by the fund.

Applicant Details	Old Name (as per existing records)	New Name (as per PAN Card)	Reason for Name Change	PAN Number
Sole / 1st Applicant				
2nd Applicant				
3rd Applicant				

3 CHANGE OF SIGNATURE OF THE UNIT HOLDER/S

I/We request 360 ONE Asset Management Limited to update new signature/s and various records in the folio/s as per the details mentioned above and below. I/We hereby agree that new signature/s will be valid and effective only after the changes are updated and a confirmation is received by me/us. After the new name/signature audition, any requests with old name/signature will not be honored by the fund.

Applicant Details	Old Signature/s (as per existing records)	New Signature	PAN Number
Sole / 1st Applicant	Old Signature	New Signature	
2nd Applicant	Old Signature	New Signature	
3rd Applicant	Old Signature	New Signature	

4 BANKER'S ATTESTATION OF CUSTOMER'S SIGNATURE & BANK ACCOUNT DETAILS

Name		Signature with Bank's seal
Name of the Banker		
Designation		
Employee Code		

Request received for

Name change

Signature Change

From

Folio Number

Time stamp and Signature

INSTRUCTIONS

1. Separate forms need to be filled for separate folios of the investor.
2. This form is only for Change of Name/Signature. For changing any other details like change of contact details, address, bank account details, etc. fill separate forms are available on the website.
3. Following documents need to be submitted for the change of signature
 - Duly signed request letter from Investor.
 - Self-attested Govt. issued Photo ID proof - e.g.: PAN Card, Passport etc., where the signature tallies with the new signature of the investor.
 - Signature attestation letter from Bank.

4. Following documents need to be submitted for the change of name

Reason for Name / Signature Change Documents required

General

1. Duly signed request by the investor
2. Certified true copy of the state Gazette OR the original copy of the state gazette in which a declaration has been made to that effect. OR Affidavit on a 100 non-judicial stamp paper duly notarized in original
3. New signature (if any, post change in name) certified by the banker
4. Copy of the PAN card and Verified KYC in new name

Name corrections

1. Duly signed request by the investor
2. Copy of the PAN card, Verified KYC along with any of the following:
3. Ration card / Election Card / Passport / Aadhar Card / School transfer certificate / standard 10th or 12th certificate

Post Marriage

1. Duly signed request by the investor (Request should be accompanied with both the maiden name signature and new signature – in case of change in signature post marriage)
2. Certified copy of Marriage certificate duly attested
3. New signature (post change in name – if applicable) attested by the banker with complete details (stamp, designation, employee code)
4. Complete bank details (if any) along with personalized cancelled cheque leaf
5. Copy of the PAN card and Verified KYC in new name

Divorce

1. Duly signed request by the investor (Request should be accompanied with both old and new signature – in case of change in signature post-divorce)
2. Certified copy of Divorce decree duly notarized
3. New signature (post change in name – if applicable) attested by the banker with complete details (stamp, designation, employee code)
4. Complete bank details (if any) along with personalized cancelled cheque leaf having printed name
5. Copy of the PAN card and verified KYC in new name

Please note that divorce decree will suffice only if the last name is changing because of divorce. If both, first and last name, are changing because of divorce, investor needs to submit one of the following:

- Certified true copy of the state Gazette
- Marriage Certificate that reflects both maiden name and post marriage name

5. The above documents shall be in Original. If copies are furnished, the same must be submitted at the ISCs where they will be verified with the original documents to the satisfaction of the Fund. The original documents will be returned across the counter to the Unit Holder after due verification. In case the original of any document is not provided for verification, then the copies should be attested by the bank manager with his/her full signature, name employee code, bank seal and contact number.
6. In the event of a request for change in Name/ Signature being invalid/incomplete/ not satisfactory in respect of signature mismatch/document insufficient/ not meeting any requirement, the request will be liable for rejection.