

## DOCUMENTS NEEDED FOR CHANGE/UPDATION OF CLIENT'S SIGNATURE IN DP RECORDS

For updating Client's current signature in DP Back office, client has to submit following documents to DP Department:

- A Request letter to update present signature
- Bank Manager's attestation letter of client's signature and
- Photo identity proof

Bank Manager's Attestation letter should be from the Bank which is as per Client's DP Records and the bank manager should state that client's signature in attestation letter is as per their bank records. Also bank account number of the client, bank manager's name, code and full address seal of the bank should be present in the attestation letter.

It would be better if such an attestation is in banker's letter head.

*Photo identity proof ( Copy of any one of the below)*

- I. Passport
- II. Voter ID Card
- III. Driving license
- IV. PAN card with photograph
- V. MAPIN card
- VI. Identity card/document with applicant's Photo, issued by
  - a. Central/State Government and its Departments,
  - b. Statutory/Regulatory Authorities,
  - c. Public Sector Undertakings,
  - d. Scheduled Commercial Banks,
  - e. Public Financial Institutions,
  - f. Colleges affiliated to Universities (this can be treated as valid only till the time the applicant is a student),
  - g. Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and

Credit cards/Debit cards issued by Banks

Note: Format of Request letter for updating signature in DP Records and Banker's Attestation letter is given below. It will be better if Banker's Attestation Letter is in Banker's Letter Head

**From**

**Date:**

**To**

**The Manager  
DP Department  
Aditya Birla Money Ltd.  
Chennai.**

**Dear Sir,**

**Sub: Request for Signature Updation ( DP Client Id \_\_\_\_\_ )**

**I request you to update my present signature in your records. Herewith I have enclosed Photo Identity Proof and Banker's attestation letter for your consideration.**

**Reason for Change :-**-----

**Kindly do the needful.**

**Thanking you**

**Yours truly,**

## SIGNATURE ATTESTATION LETTER

Bank Name :

Bank Address :

### To Whomsoever It May Concern

This is to certify that Mr./Ms. \_\_\_\_\_  
is having a Savings / Current Bank account bearing A/c. No. \_\_\_\_\_  
with us since \_\_\_\_\_. His specimen signature , as found in our records, is  
attested herewith.

Signature :

1.

2.

3.

**Attested**

Bank Manager's Name :

Signature :

Code No. :

Bank Seal