

**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.

<b>For Office Use only:</b>		
Authorised by	Updated by	Verified by