

**Annexure I**

**Periodical Updation of Customer Identification Data – Declaration by the customer  
(To be submitted through email address registered with the Bank or post or physical letter)**

The Branch Manager,  
HDFC Bank Ltd,

Date \_\_\_\_\_

\_\_\_\_\_ Branch

**SUB: Periodical Updation of Customer Identification Data**

Dear Sir / Madam,

I \_\_\_\_\_ (Name of the customer) am a customer of your Bank having

Customer ID \_\_\_\_\_ maintaining account number(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I hereby declare the following:

- There is no change in my address & contact nos / e-mail ID as recorded with the bank \*
- There is no change in my address as recorded with the bank, however, there is a change in my contact nos / e-mail ID

The latest contact details to be recorded in Bank's records are as follows:

Contact Nos: \_\_\_\_\_

E-Mail ID: \_\_\_\_\_

I undertake to promptly update the Bank in case of change of my address / contact details.

Yours Faithfully

\_\_\_\_\_

(Customer Name)

\* Self certified copy of proof of identity & address to be attached, if applicable

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**Bank Use Column**

I confirm the following:

- Customer Name stated above tallies as per address recorded with the Bank
- Customer Address stated above tallies as per address recorded with the Bank

\_\_\_\_\_  
Name of Bank Official

\_\_\_\_\_  
Signature of Bank Official

\_\_\_\_\_  
Employee Code of Bank Official