



## ISS Enterprise Limited

(Erstwhile : ISE Securities & Services Ltd.)

**Corporate Office :** 6th Floor, 601, "Dakshna" Next to Raigad Bhavan, Sector - 11, CBD - Belapur, Navi Mumbai - 400 614, Tel : (022) 61829500, Fax : (022) 61829547, e-mail : [helpdesk@iseindia.com](mailto:helpdesk@iseindia.com)  
Internet URL : <http://www.iseindia.com>, **Investor grievance e-mail :** [invgrieviss@iseindia.com](mailto:invgrieviss@iseindia.com)  
CIN : U67100MH2000PLC123707



Ref:19-20/ISS/DP/ 7423/MM  
5<sup>th</sup> FEBRUARY 2020

To,

All Authorized Persons of ISS (AP)

Dear Sir/Madam,

**Sub.: Updation of your clients E-mail and Mobile Numbers in the DP Account**

ISS wishes to inform all its Authorized Persons regarding Bounced E-mail/E-mail not available cases while sending monthly DP statement. We request you to update correct clients details namely e-mail id and Mobile Number immediately, and provide modification form for e-mail/mobile updation to [dp@iseindia.com](mailto:dp@iseindia.com).

Please note that in case you do not update e-mail id it will be construed as non-compliance and ISS as per CDSL guidelines will have to send DP statement to clients to their address available in ISS DP Back office. The necessary courier charges will be debited to the Authorized Person account with immediate effect.

Request all Authorized Persons to inform your clients and to update their e-mail id/mobile number immediately **as per modification form attached** to avoid recovering the necessary DP statement sending charges from the Authorized Person account.

For any further query / clarification you may contact the undersigned or your Relationship Managers on 61829528/61829518/19 or e-mail [helpdesk@iseindia.com](mailto:helpdesk@iseindia.com) or [dp@iseindia.com](mailto:dp@iseindia.com).

Thanking you,

Yours faithfully,  
**For ISS Enterprise Ltd.**

MARTIN K MANI  
DP Operations, ISS.

**ISS Enterprise Limited**

(Erstwhile : ISE Securities & Services Ltd.)

SEBI Registration No. INZ000157633

**Registered Office :** International Infotech Park, Tower No. 7, 5th Floor, Sector - 30, Vashi, Navi Mumbai - 400 703. Tel. : (022) 2781 2056

**Account Details Addition / Modification / Deletion Request Form****ISS ENTERPRISE LIMITED**

**Corporate Office:** 6<sup>th</sup> Floor, 601, Dakshna Building, Next to Raigad Bhavan, Sector-11, CBD-Belapur,  
Navi Mumbai – 400614 Tel : (022) 61829500

**Registered Office :** International Infotech Park, Tower No. 7, 5<sup>th</sup> Floor, Sector-30, Vashi, Navi Mumbai-400 703  
Tel : (022) 67941100 ;Investor grievance e-mail : [ig@iseindia.com](mailto:ig@iseindia.com)

Application No.		Date	D	D	M	M	Y	Y	Y	Y
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Please fill all the details in Block Letters in English

DP ID										Client ID							
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**Account Holder's Details****ISS TRADE CODE**

Name of First / Sole Holder

Name of Second Holder

Name of Third Holder

I/We request to carry out the change of **correspondence/permanent** address / signature in the demat account

I/We request to carry out the change of address / signature in the KRA and demat account

I/We request you to make the following additions / modifications / deletions to my/our account in your records.

Modification in BANK / DP Details	DETAILS (Please specify change of <b>correspondence</b> <b>/permanent</b> address, bank details, telephone no., <b>E-mail</b> , <b>sub-status</b> etc.)	Addition / Modification / Deletion (Please specify)	Existing Details	New Details
BANK NAME	BRANCH ADDRESS			<input type="checkbox"/> Dividend <input type="checkbox"/> Payout
DP NAME				

Attach an Annexure (with signature(s)) if the space above is found insufficient.

	First/Sole Holder	Second Holder	Third Holder
Name			
Signature			

===== (Please Tear Here) =====  
**Acknowledgement Receipt**

Received Account Details Addition / Modification / Deletions request as per details given below :

Application No.		Date	D	D	M	M	Y	Y	Y	Y						
DP ID										Client ID						
Name of the Sole / First Holder																
Name of Second joint Holder																
Name of Third joint Holder																
Modification requested for: [Specify reason]																

**Depository Participant Seal and Signature**