**Customer Account Update Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Address:** |  | | |
| **Contact:** |  | **Email:** |  |
| **Date:** |  | **Form No.:** |  |

**Section 1: Customer Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Customer ID / Account No.** |  | **Full Name** |  |
| **Business Name (if applicable)** |  | **National ID / Passport No.** |  |
| **Phone Number** |  | **Email Address** |  |
| **Current Mailing Address** |  | **City:** |  |

**Section 2: Update Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Update** | **Old Information** | **New Information** | **Effective Date** |
| Contact Number | 0300-1234567 | 0312-9876543 | 13-Oct-2025 |
| Email Address | oldemail@email.com | newemail@email.com | 13-Oct-2025 |
| Mailing Address | Old Street 10, Karachi | New Street 25, Karachi | 13-Oct-2025 |
| Business Name | ABC Traders | ABC Solutions | 13-Oct-2025 |

*(Add or remove rows as needed)*

**Section 3: Account Preferences (if applicable)**

|  |  |  |
| --- | --- | --- |
| **Preference Type** | **Current Setting** | **New Setting** |
| Billing Method | Paper Invoice | Email Invoice |
| Communication Preference | SMS | Email |
| Account Alerts | Off | On |

**Section 4: Verification and Authorization**

|  |  |
| --- | --- |
| ID Proof Type | CNIC / Passport / Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ID Number |  |
| Verified By (Company Representative) |  |
| Date of Verification | \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_ |

**Section 5: Declaration**

I hereby declare that the information provided above is true and accurate to the best of my knowledge. I authorize the company to update my account accordingly.

|  |  |
| --- | --- |
| **Customer Signature** | **Date** |
| **Authorized Company Officer** | **Date:** |
| **Signature** |