

To,

Dear Sir,

**SUB: CHANGE OF ADDRESS**

Folio No(s). \_\_\_\_\_

I refer to my shareholding as per the aforementioned Folio No. Consequent upon the change in my address, please incorporate the following changes in your records:

**OLD ADDRESS**

**NEW ADDRESS**

Upon the completion of these changes, intimation may please be sent to me.

Thanking you,

Name of the Sole/First :  
Holder

\_\_\_\_\_  
Signature

Second Holder :

\_\_\_\_\_  
Signature

Third Holder :

\_\_\_\_\_  
Signature

**Notes:**

- I. The signature(s) should match with the signature already on the record.
- II. Please note that copies of all the documents submitted as required below need to be self-attested and accompanied by originals for verification. Alternatively, investors can also provide an attested true copy of the relevant documents. Attestation could be done by Notary Public/ Gazetted Officer/ Manager of a Scheduled Commercial Bank:
  - (i) Proof of New Address &
  - (ii) Proof of Identity: Only PAN card copy if PAN is updated in the folio, or PAN/ other proof of identity if PAN is not updated in the folio.