

To,

(Name of the Company)

Dear Sir,

Sub: UPDATION OF SHAREHOLDER INFORMATION

I/we request you to record the following information against my/our folio no

NAME OF THE COMPANY						
FOLIO NUMBER						
NAME OF THE SHAREHOLDER						
ADDRESS OF THE FIRST HOLDER						
NO OF SHARES HELD						
CERT NOS (KINDLY ATTACHED PHOTOCOPIES OF THE SHARE CERTIFICATES BOTH SIDE)						
DIST NUMBERS (ATTACH SEPARATE SHEET IN CASE OF LARGE NUMBER OF DISTINCTIVE NOS RAGE)						
I/We register our EMAIL ID to send the notices/communications through emails						
PAN						
TELEPHONE NO (S)						
MODE OF DIVIDEND YOU INTEND TO RECEIVE	PHYSICAL	NECS	NEFT/RTGS			
BANK NAME						
BRANCH						
ACCOUNT NUMBER						
MICR NO						
IFSC/NEFT/RTGS CODE						
SPECIMEN SIGNATURE(S)	1.	<table border="1"><tr><td>AFFIX PHOTO</td></tr><tr><td>AFFIX PHOTO</td></tr><tr><td>AFFIX PHOTO</td></tr></table>		AFFIX PHOTO	AFFIX PHOTO	AFFIX PHOTO
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2.						
3.						
ATTESTATION BY BANK UNDER THEIR STAMP NAME OF THE OFFICER: AUTHORISATION CODE NUMBER CONTACT NUMBER						

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed because of incomplete/incorrect information, I/we would not hold the Company /RTA responsible. I/We undertake to inform any subsequent changes in the above particulars as and when the changes take place. I/We understand that the above details shall be maintained till I/we hold the securities under above folio number.

Place:

Date:

Signature of sole/ First Holder

Note:

1. Data updation form duly filled and signed with your signature duly attested by your bank under their name, authorization code number, contact number and your Account number with the bank
2. Self Attested copy of the PAN card.
3. Attested copy of Aadhar Card/Passport/ration Card/Driving Licence/Voter Id (any one)
4. Attested copy of latest utility Bill (Telephone/Electricity/ Gas) (any one).
5. In case of deceased shareholder(s) kindly send attested copy of the death certificate.