

Reference No.:

To,  
Satellite Corporate Services Private Limited  
A/106-107, Dattani Plaza,  
East West Indl. Compound  
Andheri Kurla Road, Nr Safed Pool,  
Sakinaka, Mumbai – 400072.

Dear Sir / Madam,

**Unit:** \_\_\_\_\_

**Folio No:** \_\_\_\_\_

**Sub: Registration of Permanent Account Number (PAN) and Bank Account details as per circular of SEBI.**

With reference to the communication/public notice we request you to kindly update my / our PAN, Bank Details, Contact Details and Signatures as given below, from the Affidavit attached, for further communications and records. I / We enclose the supporting documents to enable you to verify and update the details:

I. PAN Details:	Name of the Share Holder	PAN
First Holder		
Joint Holder 1		
Joint Holder 2		

\* Copies of legible self-attested PAN card(s) is/are enclosed to enable verification

**Contact Details:**

Phone No- Mobile	
Phone No- Land Line ( With STD code)	
Email ID	

**Bank Account Details:**

Name of the Bank	
Branch Name	
Account no.	
Type of account	
IFSC Code	
MICR	

**Self attested Documents required to be attached:**

1. Share Certificate ( both side in case the shareholder acquired shares through transfer)
2. Cancelled cheque
3. Bank statement as per the per the instruction in the communication
4. Pan card
5. Adhar card
6. Utility bill ( Not more than 3 months old)

**CONSENT FOR RECEIVING DOCUMENTS IN ELECTRONIC MODE** The Ministry of Corporate Affairs (“MCA”), Government of India has taken a “Green Initiative in Corporate Governance” by allowing paperless compliances by Companies. We solicit your cooperation in helping the Company to implement the e-governance initiatives of the Government. In view of above, I / We hereby give my / our consent to receive the documents such as Notice of Annual General Meeting, Audited Financial Statements, Balance Sheet, Profit & Loss Account, Directors’ Report, Auditors’ Report, Explanatory Statements, etc. in electronic mode.

I/ We hereby state that the above mentioned details are true and correct and we give you consent to update the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my / our signature(s) to it. I / We shall not hold the Company / Registrar and Share Transfer Agents (RTA) of the Company responsible for any transactions being unsuccessful due to technical reasons.

	Name	Signature
Sole/First Holder		
Joint Holder-1		
Joint Holder-2		

**Date:**

**Place:**

## Affidavit (For Change of Signature / Non availability of signature)

- i. Before signing, kindly get the Affidavit franked with an amount of Rs.100/- or affix Special Adhesive Stamps of Rs.100/- or reproduce the text on Non-Judicial Stamp Paper of Rs.100/-.
- ii. The Non-Judicial Stamp Paper must be purchased in the name of the accountholder. The date of execution of Affidavit should be within six months from the date of purchase of Non-Judicial Stamp Paper. The date of execution of Affidavit should be same as date of attestation by the Notary Public / First Class Magistrate.
- iii. The Affidavit should be signed and affirmed by all the accountholders in the presence of the above Authorities.
- iv. In case there is a minor difference in the names of the accountholders on the supporting documents with the one recorded with the Company, kindly add a clause in the Affidavit, affirming that the names of the accountholders as recorded with the Company and that on the supporting documents pertain to one and the same person. In case of major difference in the names of the accountholders, kindly furnish copy of Government Gazette Notification, duly attested by a Notary Public / First Class Magistrate.
- v. In case, the address of the accountholder is different from that recorded with the Company, kindly submit proof of new address as mentioned under point 2. If you wish to record your new address against the below folio, please forward to us a separate request letter, duly signed by the accountholders, as per their signatures on this Affidavit.
- vi. Multiple folios will be accepted only if the folios are registered in the same names and in the same order.
- vii. The signatures of the accountholders on this Affidavit and request letter / DRF / Form SH-4 should be the same. The signatures should also be the same as signed on the PAN Card /

I/We \_\_\_\_\_  
 S/o \_\_\_\_\_ aged \_\_\_\_\_ and \_\_\_\_\_ aged \_\_\_\_\_  
 residing at \_\_\_\_\_  
 solemnly affirm and declare in favour of \_\_\_\_\_ (Name of the  
 Company whose securities are held by the holders) whose Registered Office is situated at \_\_\_\_\_

1. That I/We am/are the sole/joint holders of \_\_\_\_\_ number of shares/debentures/bonds (**mention the details of TOTAL number of securities**) in \_\_\_\_\_ (**Name of Company** whose securities are held by the holders) as detailed below:

Folio No.	No. of Shares / Debentures/Bonds	Certificate No.	Distinctive Nos. From	Distinctive Nos. To

2. That I/We am/are residing at the above address and have not changed my/our address from the one recorded with the Company for the past 3 years [In case of change in address, kindly furnish copy of proof of new address viz. valid Passport or Aadhaar Card or Election Identity Card or Electricity / Telephone (only land line) bill / Bank Account Statement / Passbook [which is not more than 3 months old], duly **attested by a Notary Public / Bank Manager / First Class Magistrate**. Attestation by Notary Public/ First Class Magistrate should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable. Attestation by Bank Manager should bear the name, full address and official stamp of the bank. **The address proof should be legible and in the name of the registered accountholder. If you wish to record your new address against the above folio, please forward to us a separate request letter, duly signed by the accountholders, as per their signatures on this Affidavit**].
3. That the above shares were acquired by me/us out of my/our own investment/ funds against allotment in Public Issue/ allotment in Right Issue or acquired from the market in the year(s)\_\_\_\_\_.
4. That my/our signature(s) might have changed/ altered by passing of time and therefore I/We request the Company to treat my/our signature(s) as per the records maintained with the Company as cancelled.

: 2 :

5. That my/our specimen signature(s) given below be taken on record in respect of my/our holdings of securities in the Company as mentioned in paragraph 1 above in place of my/ our existing signature(s) in the Company's record.
6. I/We hereby affirm that I/We shall not hold the Company or its Agents in anyway responsible for any consequences that might occur directly or indirectly on account of the Company or its Agents acting on my / our request herein stated by replacing the signature(s) in the Company's records and for the consequential acts/deeds by the Company/its Agent.
7. I/We hereby further affirm that the Transfer Deeds for sale of securities bearing my/our signature(s) as appended herein below can be taken as validly executed by me/us for all purposes, and intents of transferring the ownership of securities held by me/us under the Folios as stated in paragraph 1 above / or for dematerialization of securities in the names of the accountholders.
8. **That I/we enclose legible self attested copies of my/our Valid Passport / PAN Card as proof of identity (mandatory) [The name on the identity proof should be same as per the name recorded with the Company].**
9. This Affidavit is executed in favour of the Company/its Agent on my/our own volition and is in the format as required by the Company/its Agent.

**Verification**

I/We solemnly affirm that the statements contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on Identification at \_\_\_\_\_  
on this \_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

- Specimen signature of \_\_\_\_\_ 1.
- Specimen signature of \_\_\_\_\_ 2.
- Specimen signature of \_\_\_\_\_ 3.

Tel. No.:  
Email id:

Deponents

[Signature of First Class Magistrate/Notary Public]

[Name and full address of  
First Class Magistrate/ Notary

Public] Registration No.

Notary Register at Book No.

Serial No. \_\_\_\_\_

Court Fee / Notarial Stamps	Official Seal of First Class Magistrate / Notary Public
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