

## Documents required for Transposition of names

1. Original **Share/Debenture** Certificates for entire holding
2. Request letter signed by all the Joint Holders in both position
3. Reason for Transposition.
4. PAN Card, aadhar Card ( address proof)
5. Bank Details of First Holder inf not registered.

**To**

**SATELLITECORPORATE SERVICES PVT LTD**

Unit:

Registered office: Unit No.49, Bldg no.13-A-B, 2<sup>nd</sup> Floor,  
Samihita Commercial Co-Op Soc Ltd.,  
Off Andheri Kurla Road, MTNL Road, Sakinaka,  
Mumbai-400072

Dear Sirs,

**Re.: TRANSPOSITION OF NAMES**

Date \_\_\_\_\_

We are the joint holders of \_\_\_\_\_ Share (s) / Debenture (s) of your Company under folio No. \_\_\_\_\_ in the following Existing order:

1.	3.
2.	4.

We request you to change the order of our names in the Share Certificates (s)/Debentures(s) Certificates (s) enclosed and also in your records as written below:

FULL NAME	Occupation	Father's Husband's Name
1.		
2.		
3.		
4.		
ADDRESS OF THE 1 <sup>ST</sup> HOLDER		Your's faithfully
	1.	
	2.	
	3.	
	4.	

FOR OFFICE ONLY					
Internal Transfer No.	Seller Master Folio	No. of Shares/ Debentures	Distinctive Number From	Certificate No.	Buyer Master Folio
	TOTAL				

Specimen Signature (s) :

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date \_\_\_\_\_