

## Procedure for Change of Address

### **A. For Shareholders holding shares in Physical mode:**

1. The duly signed request letter (format enclosed) for change of address needs to be physically submitted along with following documents to the Company/Registrar for their updation:
  - a) Proof of Identity
  - b) Proof of New Address (as mentioned in request letter)
  - c) Latest Bank Transaction Statement of his / her account.
  
2. Proof of identity shall be any one of the following
  - a) Photocopy of valid passport with photograph
  - b) Photocopy of Voter ID with photograph
  - c) Photocopy of valid driving license with photograph
  - d) Photocopy of PAN card with photo
  
3. Proof of new address shall be any one of the following
  - a) Photocopy of Ration Card or Valid Driving License
  - b) Photocopy of Valid Passport or Voter ID
  - c) Photocopy of Bank Passbook duly attested by Bank Manager or Residence Land Line Telephone Bill
  
4. Any change in address or change in bank request will take atleast 7 working days for registration at company's / Registrar's end.

### **B. Shareholders holding shares in Electronic (Demat) mode should approach their Depository Participant (DP) for effecting change in their registered address by giving the necessary documents as may be required by them.**

**Request letter for Change of Address(Format) by shareholders holding shares in Physical mode**

To,

\_\_\_\_\_Ltd,  
"Maithri", 132 ,  
Cathedral Road,  
Chennai 600 086.

**Sub: Requisition for the Change of Address**

Ref: Folio No \_\_\_\_\_

I/We Request you to incorporate the change of Address/Bank Details in your records as given below. I/We also declare that the particulars given by me/us are true to the best of my/our knowledge as on the date of making this request and confirm that the mobile connection is in my/our name and used by me/us.

Existing Address (as per our records)	New Address (to be filled in capital letters)
Pin Code	Pin Code
Name of the Holder(s)	Signature of the Holder(s)
1.	
2.	
3.	