

PROCEDURE & DOCUMENTATION FOR CHANGE OF ADDRESS OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM

Steps Involved:

1. A Shareholder holding physical shares desirous of updating a new address in the Company's register is required to send a duly signed request letter mentioning their folio number along with the following:
 - a) Attested copy of the Change of Address proof which can be latest electricity bill/Ration Card/Passport/Telephone Bill etc.
2. Post verification, the Company/RTA will update its records to include the new address.
- 3.

If shares are held in dematerialised form, information about change in address needs to be sent to the DP concerned.