**APPLICATION FOR CHANGE IN NAME**

(For Securities - Shares / Debentures / Bonds, etc., held in physical form)

1. **I / We request you to record my/our change in name(s) for the reason indicated below** (Tick relevant box) :

 1. Marriage 2. Divorce 3. Any Other (*pl. specify reason*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Security Details**

|  |  |
| --- | --- |
| Name of the Issuer Company |  |
| Registered Folio Number |  |
| Name(s) of the Security holder(s) as appearing on the certificates |  |
| Number of Securities  |  |

1. **Name(s) of holder(s) to be recorded after Name Change (***please tick  against name for which request is being submitted)* **:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SR. NO.** | ** | **TITLE**  | **FULL NAME(S) OF ALL HOLDER(S)** | **OCCUPATION** | **PAN** |
|  1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| Full address of 1st  Holder against sr.no.1 above : PINCODE  |
| Phone number :  |  Email Id : |

1. **I / We are enclosing documents as mentioned in table below** *(tick as relevant, refer to Instructions on the reverse) :*

|  |  |
| --- | --- |
| **SR. NO.**  | **TYPE OF DOCUMENT**  |
| 1 | Duly attested legible copy of legally recognized –1. Marriage certificate b. Government Gazette c. Divorce Decree
2. Certificate of Incorporation
 |
| 2 | Self-attested copy of PAN Card(s) of the holder(s) with the name(s) as appearing in Item C. |
| 3 | Original cancelled cheque leaf with the name of the 1st holder (as stated in Item C) printed thereon / attested bank statement |
| 4 | Self attested copy of address proof of 1st holder, in case of change in address |
| 5 | Any other document supporting change in Name (*please specify*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **I/We are also enclosing certificate(s) as detailed below** (if space provided is insufficient then continue on reverse) :

|  |  |  |
| --- | --- | --- |
| **Certificate Nos.** | **Distinctive Nos.** | **No. of Securities** |
| **From** | **To** | **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **SIGNATURE(S) OF ALL HOLDERS :**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **OLD SIGNATURE** | **NEW SIGNATURE** | **FOR OFFICE USE ONLY** |
| 1st Holder |  |  | 1. Signature of Staff
 |
| 2nd Holder |  |  | 1. Transaction No. & Date of Receipt
 |
| 3rd Holder |  |  | 1. New Regd. Folio No.:
 |

P.T.O.

|  |
| --- |
| **INSTRUCTIONS:**.1. Form to be filled in block letters.
2. Separate forms to be filled in for each Company and each category of securities
3. Documents as indicated below, **duly attested by Notary Public / Magistrate,** are to be submitted for change of name :
	1. Consequent to **marriage/ divorce** –

Legible copy of legally recognized marriage certificate / Government Gazette/ divorce decree wherein name is the same as that on the securities *(In case the name change is minor, viz. a spelling error, please submit this Form along with documents specified in Item D. 2, 3, 4).** 1. From **minor to major –**

Legible copy of birth certificate / school leaving certificate wherein name is the same as that on the securities**Important –**1. Attestation by Notary Public / Magistrate should mention their name, full address, registration number with their seal and Notarial / Court Fee stamps, as applicable.
2. It is mandatory to submit self-attested copies of PAN Cards of all the holder(s) under Item C.

 *(Copy of PAN Card may be substituted with ID proof in case of residents of Sikkim after furnishing address proof).*1. Notarized copy of any one of the following documents can be submitted as Address proof -
* Valid Passport / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.
* Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
* Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.
* For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.
* Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.
* If proof of address is in the name of spouse, please provide self-attested copy of Identity Proof of the holder/claimant.
1. If the name of the holder is not printed on the original cancelled cheque leaf, bank attested legible copy of the first page of the bank passbook/bank statement reflecting the name, address, same bank account number and type as on the cheque leaf and the full address of the Bank branch should be submitted along with the cancelled cheque in original.

The attestation of the Bank passbook / statement should be by the Bank Manager under his name, employee code, designation, full address, official stamp of the Bank and date of attestation. |

**Particulars of certificate(s)** (continued from Item E overleaf)

|  |  |  |
| --- | --- | --- |
| **Certificate Nos.****From – To** | **Distinctive Nos.****From - To** | **No. of Securities** |
| **From** | **To** | **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |