**REQUEST FOR CORRECTION OF NAME/ADDRESS/BANK PARTICULARS**

To: Date: \_\_\_\_\_\_\_\_\_\_\_\_

SAG INFOTECH PRIVATE LIMITED

B-9, 2nd & 3rd Floor, Behind WTP South Block,

Mahalaxmi Nagar, Malviya Nagar,

Jaipur - 302017(Raj.)

**Sub. : Name /Address/Bank particulars for securities held in PHYSICAL form Correction Request**

* Name Change ☐
* Address Change ☐
* Change Bank Particulars ☐

**Ref.: Folio No. :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Unit/Series/Issue Name :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ISIN/s (refer to attached allotment advice) :\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

Please note the corrections in my above mentioned Folio No. and update the same in your records.

**Personal Details:** (Tick as applicable)

* **Correction of Name** (Enclose a copy of anyone Identity proof from

 A. PAN Card

 B. Driving License

 C. Voter Id Card

 D. Passport

|  |  |
| --- | --- |
| First Name |  |
| Joint Account Holder Name 1 |  |
| Joint Account Holder Name 2 |  |
| Nominee Name |  |

* **Correction of Address**  (Enclose a copy of anyone address proof document)
* Enclose a copy of anyone Address proof from
* Electricity Bill
* Telephone Bill
* Bank Pass Book
* Passport

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**Note\*\*should be not more than 3 months old**

**City :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pincode :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Bank Details** (Enclose an original cancelled blank Cheque):

|  |  |  |
| --- | --- | --- |
|  **Change Bank Particulars**  | **Old Bank Details** | **New Bank Details** |
| Bank Name |  |  |
| Account Number |  |  |
| IFSC Code |  |  |
| MICR Code |  |  |

Kindly update the same in your records for all future purposes.

Yours truly,

(Name and signature of First Holder) :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and signature of **Joint Account Holder 1**) :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and signature of **Joint Account Holder 2**) :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile/Tel Number :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For relevant Bank details /Correction/Updation of Name(s) and along with the spelling corrections in Nominee Name is attached with Allotment Advice, kindly send this sheet after completely filled to the Registrar at the address mentioned above.