**Request Letter for Change of Name**

TO

SAG Infotech Private Limited,

B-9, 3rd Floor, Mahalaxmi Nagar,

Behind WTP South Block,

Malviya Nagar,

Jaipur - 302017(Raj.)

**Subject:-Change of Name from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Folio no: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

I, am an existing shareholder of the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I had acquired shares of the company in the year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I hereby inform you that consequent upon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Reason of Change) my name stand changed from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I request you to give effect to this change in Hereunder I furnish such other particulars/information as may be required.

**Details of the share certificates enclosed:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Folio No.** | **Distinctive Nos** | | **Share Certificate**  **No.** | **No. of Shares** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

Total No of certificates \_\_\_\_\_\_\_\_\_\_\_\_\_ No of Shares \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Father/Husband Name of the First Holder | Name(s) of Shareholders  (after change of name ) | Signatures of the Shareholder(s) |
|  | 1. | 1. |
| 2. | 2. |
| Occupation of the First Holder | 3. | 3. |
|  | 4. | 4. |
| 5. | 5. |

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **TO BE FILLED IN BY THE REGISTRAR** | |
| Inward No. |  |
| Transposition No. |  |
| New Folio No. |  |
| Date |  |

Note: Enclose following Documents (Duly Attested):

1. Marriage Certificate/Govt. gazette or Affidavit of Rs.20/- (Duly Notarized)

2. Original Share Certificates

3. Signature duly attested by the Bank Manager.

4. PAN CARD/Passport/ Aadhar card