

**NATIONAL SECURITIES DEPOSITORY LIMITED****Issuer Interface****Circular**

Circular No. NSDL/JS/034/2003

Date : December 5, 2003

All Issuers/R&T Agents are advised to take note to submit the following documents to NSDL for change in name and address of the Issuer/R&T Agent:

**I. Change of name:**

- Letter from the Issuer company requesting to note the change in name (letter to be signed by the Company Secretary or Managing Director specifying the ISINs of the Issuer company).
- Certified true copy of the fresh certificate of incorporation consequent to change of name issued by the Registrar of Companies.

**II. Change of registered office address**

- Letter from the Issuer company requesting to note the change in registered office address (letter to be signed by the Company Secretary or Managing Director specifying the ISINs of the Issuer company).
- Certified true copy of the Shareholders resolution/Board resolution approving the change of the registered office.
- Certified true copy of Form No. 18 duly filed with the Registrar of Companies

**III. Change of address for sending Demat Request Forms/physical certificates**

- Letter from the Issuer company requesting to note the change of address for sending the Demat Request Forms/physical certificates by the Depository Participants (letter to be signed by the Company Secretary or Managing Director specifying the ISINs of the issuer company). The letter should include the following :
  - Name of the company.
  - Full postal address along with pincode.
  - Name of the contact person.
  - Designation of the contact person.
  - Telephone nos./Fax nos./E-mail address.

Note : In case of change of address of the R & T Agent, the R&T Agent must submit the list of all its client companies (specifying the ISINs) in respect of which the Demat Request Forms/Physical certificates are to be sent to the new address.

All R & T Agents are requested to inform their client companies of the above.

**For National Securities Depository Limited**

**sd/-**

**Jayesh Sule**  
**Vice President**