To,

**Board of Directors** Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Address of Company)

Dear Sirs,

# **RE : ENDORSEMENT OF MY CHANGED NAME**

Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Folio No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the holder of \_\_\_\_\_\_\_\_\_\_\_\_

Equity Share(s) / Debenture(s)/Bond(s) in your Company, hereby inform you that consequent upon\_\_\_\_\_\_\_

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.

Full Name Occupation Father’s/Husband’s Name

1.

2.

3.

4.

.

FULL ADDRESS OF FIRST Holder SIGNATURE(s) OF ALL THE HOLDERS

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_PIN CODE 4.

PLEASE FILL IN THE COMPLETE ADDRESS INCLUDING

PINCODE FOR SAFE DELIVERY

**FOR OFFICE USE ONLY**

Total Seller Folio No. of Shares Distinctive Certificate No. Buyer Folio

Certificates Debentures/Bonds Number From

Total Shares/

Debentures /

Bonds

Document Registration No.\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transfer No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Document required for change of name :**

1. Request letter from all the holder
2. Marriage Certificate/Govt. Gazette or Affidavit of Rs. 100/- (Duly attested by Bank Manager/Nationalised Bank) mentioning holder’s SB Account Number

3. Original Share/Debenture/Bond Certificates

IMPORTANT : Please Submit separate forms for each series of SHARES / DEBENTURES / BONDS along with relative certificates(s)