

FORM OF REQUEST FOR CHANGE OF ADDRESS/ Email Id

Folio No.....

Integrated Registry Management Service Pvt Ltd.

Unit : Federal Bank Ltd

Kences Towers 2nd Floor

No. 1 Ramakrishna Street

North Usman Road T Nagar Chennai - 600017

I request you to effect change of my address/ Email Id in your records as follows :

| My old address as appearing in the Company's records | My current address to be recorded |
|---|---|
| | |
| | <u>Email ID</u> |
| OLD ADDRESS PROOF REQUIRED | <u>STD Code/Phone/Mobile No.</u> |

I am enclosing the following documents towards proof of my identification and Current & Old address :

| | | | | |
|-----------------|--------------------|----------------------------------|--|--|
| <i>PAN CARD</i> | <i>AADAHR CARD</i> | <i>OLD ADDRESS PROOF</i> | Bank Pass Book/Statement <i>(not more than 2 months old)</i> | Electricity/ Telephone bill <i>(not more than 2 months old)</i> |
|-----------------|--------------------|----------------------------------|--|--|

I am also providing below my current bank particulars for your records *(required only if bank particulars were not furnished to the Company earlier or if there is any change)* :

Name of the Bank : _____

Address of the Bank : _____

Bank Account Number : _____

(Note: Copy of your relevant bank statement (contains current transaction as on date) and cancelled original cheque leaf pertaining to the given bank account, with your name appearing thereon, must be submitted for verification)

Yours faithfully,

Signature of the Shareholder : _____

Name of the First / Sole Shareholder : _____

Note : 1. Change of Address/ Email Id will be effected only on receipt of this Form, duly completed, alongwith all requisite documents as mentioned above. Incomplete Form / Form with insufficient documents will not be acted upon and the same will be returned.

2. The signature of the Shareholder as appearing on the Form **must** tally with his / her specimen signature on record with the Company.