

PROCEDURE CHANGE OF SIGNATURE

1. Execute an affidavit on Rs.100/- Non Judicial Stamp Paper for change of signatures of shareholder duly notarized as per the Performa enclosed,
2. Shareholder specimen signature duly attested by their Bank Manager (Other than Co-Op bank) on Banks letter head mentioning the bank manager's name, address, code no. and telephone numbers. This certificate should also show your account number and date of your account opened with the attesting authority as per Performa enclosed.
3. Copy of shareholder pan card duly attested by Notary/Gazetted officer.
4. Copy of latest Proof of address viz., Electricity bill/Water Bill/Telephone bill (not more than 3 months older) or passport/aadhar copy duly attested by the Notary/Gazetted officer.
5. Request letter duly signed by the shareholder.

**AFFIDAVIT FOR CHANGE OF SIGNATURE
(TO BE EXECUTED ON NON JUDICIAL STAMP PAPER FOR Rs. 100/-)**

I/WeS/o.....aged
andS/o.....aged
residing at

Solemnly affirm and declare in favor of ----- Limited whose registered office is situated At -----

1. That I/We am/are the sole/joint holder of Number of equity shares in ----- Limited, as detailed below.

Folio Number	No of Shares	Certificate Numbers	Distinctive No.(from)	Distinctive Nos.(To)

2. That I/We am/are residing at the above address and have not changed my/our address in the past 3 years(In case there has been a change in address the investor should furnish details)
3. that the above shares were acquired by me/us out of my/our own investment/funds against allotment in Public Issue/allotment in Right Issue or acquired from the market in the year(s).....
4. That my/our signature(s) might have changed/alterd by passing of time and the records maintained with the company as cancelled.
5. That my/our specimen signature(s) given below be taken on record in respect of my/our holdings of securities in the Company as mentioned in Para I in place of my/our existing signature(s) in the company's record.

6. I/We hereby affirm that I/we shall not hold the company or its Agents anyway responsible for any consequences that might occur directly or indirectly on account of the company or its Agents acting on our request herein stated by replacing the signature(s) in the company's records and for the consequential acts/deeds by the Company/its Agent.
7. I/We hereby further affirm that the Transfer Deeds for sale of securities bearing my/our signature(s) as appended herein below can be taken as validly executed by me/us for all purposes and intents of transferring the ownership of securities held by me/us under the folios as stated in Para 1 above.
8. This Affidavit is executed in favour of the Company/its agent on my/our own volition and is in the form as required by the company/its agent forwarded to me/us vide its letter No.....dated.....

VERIFICATION

I/We solemnly affirm that the statement contained in the above paragraphs are true to the best of my/our knowledgs, information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on
Identification at.....
On this.....day of 200.....

Name, Address & Signature of the Witness

- | | |
|---|----|
| 1. Specimen signature of 1 st holder | 1. |
| 2. Specimen signature of 2 nd holder..... | |
| 3. Specimen signature of 3 rd holder..... | |
| | 2. |

Executed before me.....

(Should be attested by First Class Judicial Magistrate / Notary)

- Note: 1. All share holders should put their present signatures on the space provided above, including joint holders, if any, without fail.
2. Separate affidavit should be executed for two or more folios having different name(s) and order of holding.

TO BE OBTAINED ON THE BANK'S LETTER HEAD

Karvy Computershare Private Limited

Date _____

Unit: _____

Sir/Madam,

Sub: Specimen Signature(s)

I / We request you to record my/our latest signature(s) for all future references.

Folio No. _____

Name(s) of the Share Holder(s)

Specimen Signature(s) of the Share Holder(s)

1. _____

2. _____

3. _____

4. _____

Bank Account No. _____

Date of Account Opened _____

Attested by

Signature _____

Name, Address and Phone numbers of the Bank Manager



Code No. _____

(Seal/ Rubber stamp of the Bank)