

PROCEDURE FOR CHANGE IN NAME

I. Major mismatch in name of securities holder

- An application for change of name duly signed by registered shareholder(s).
- All original share certificates to incorporate name change on the certificates.
- Newspaper Advertisement for Name Change.
- Notarized copy of Gazette Notification for name change.
- Any one of the following documents (self-attested and dated) as ID-Proof for New Name:
 - ✚ PAN Card (Mandatory)
 - ✚ Aadhar Card
 - ✚ Passport copy
 - ✚ Driving License
 - Utility bills like Telephone Bill, Electricity bill & Gas Bill (not more than 3 months old)
- KYC* documents of shareholder(s)

II. Minor mismatch in name of securities holder between any two sets of documents or due to marriage

- An application for change of name duly signed by registered shareholder(s).
- All original share certificates to incorporate name correction on the certificates.
- Any one of the following documents explaining the difference in names:
 - ✚ Unique Identification Number (UID) (Aadhar)
 - ✚ Valid Passport
 - ✚ Driving Licence (Smart Card form/Book form/ copy of Digital form)
 - ✚ PAN card with photograph
 - ✚ Identity card/ document with applicant's Photo, issued by any of the following: Central/ State Government and its Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.
 - ✚ Marriage certificate
 - ✚ Divorce decree
- KYC* documents of shareholder(s)

Note:-

➤ * KYC Documents of claimant(s)/shareholder(s)

1. KYC request in ISR-1
2. Signature Attestation by Bank in ISR-2
3. Nomination registration in SH-13 or Opt out of Nomination in ISR-3
4. Original cancelled cheque leaf or Copy of Bank Passbook certified by Bank
5. Self-attested and dated PAN and Aadhar card copy

- Company/RTA will process the request and will issue Letter of Confirmation and send it through registered/speed post to the postal address of Shareholder or through e-mail with e-sign and /or Digital signature
- Shareholder shall submit Demat Request with Depository along with Original Letter of Confirmation within 120 days from the date of issuance of Letter of Confirmation.
- In case of non-receipt of Demat request from the securities holder/claimant within 120 days of the date of Letter of Confirmation, the shares will be credited to Suspense Escrow Demat Account of the Company.

Note: Furnishing of PAN, KYC details and Nomination is mandatory for holders of physical securities.