

Procedure for change of Bank details

- a) An application for change in Bank Details signed by Shareholder.
- b) Bank details updation: Cancelled Cheque
- c) If the Original cheque is not bearing the name of 1st shareholder attach photo copy of passbook/bank statement duly certified by the Bank Official along with original cancelled cheque leaf.
- d) Please mention your email id in application for e-mail id Update.
- e) Please mention your Mobile no in application for mobile no Update.
- f) In case of joint shareholders, KYC application should be signed by all shareholder.
- g) E-mail the **duly filled, signed and dated** documents on RTA email id with cc to the Company e-mail id.
- h) Courier the original documents to the address of Registrar and Transfer Agent.
- i) E-mail the courier slip as proof of dispatch to RTA email id with cc to Company e-mail- id.
- j) Email id and Address of RTA and the Company has been mentioned in **General Information Section.**