

Procedure for change in Name

- a) An application for change of name duly signed by registered shareholder(s).
- b) All original share certificates to incorporate name correction on the certificates.
- c) Notarised Affidavit for change of Name on Stamp Paper of Rs 100/-.
- d) Newspaper Advertisement for Name Change.
- e) Marriage Certificate/notarized copy of Gazette notification for name change.
- f) Any one 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)
- g) Kindly note that, if there is change in signature with the name change, then follow the procedure of change in signature also.
- h) E-mail the **duly filled, signed and dated** documents on RTA email id with cc to Company e-mail id.
- i) Courier the original documents to the address of Registrar and Transfer Agent.
- j) E-mail the courier slip as proof of dispatch to RTA email id with cc to Company e-mail id.
- k) Email id and Address of RTA and the Company has been mentioned in **General Information Section**.