





Procedure for change in Name

- a) An application for change of name signed by Shareholder.
- b) Notarised Affidavit for change of Name on Stamp Paper of Rs 100/-.
- c) Notarised affidavit in case of mismatch in name in Pan Card and documents submitted as ID proof, Aadhar Card.
- d) Newspaper Advertisement for Name Change.
- e) Gazette Notification for Name Change.
- f) Any one documents (self-attested and dated) as ID-Proof for New Name:
 -  Pan Card
 -  Aadhar Card
 -  Passport copy
 -  Driving License
- g) Pan Card is mandatory.
- 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**.