

Procedure for Change in Signature

- a) An application for change in signature signed by Shareholder.
- b) An affidavit for Change in Signature as per Annexure-3, download it from download section.
- c) Signature attested by Bank in prescribed Format Annexure-4, download it from download section.
- d) Submit signature attestation from same bank which details are with Company otherwise make an application to update bank details.
- e) To update bank details, please furnish documents as per details mention in section "update bank details".
- f) All documents should be **signed and dated**.
- g) Please mention your email id in application for e-mail id Update.
- 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**.