

## **Procedure for change of Address**

- a) An application for change of address signed by Shareholder.
- b) Attach any one of below documents (self-attested and dated) as Address Proof
  - ✚ AAdhar Card
  - ✚ Latest Utility Bill - Telephone Bill / Electric Bill / Bank Passbook Statements- (Not older than 2 months)
  - ✚ Passport copy
  - ✚ Bank Passbook
  - ✚ Driving License
- c) In case of joint shareholders, KYC application should be signed by all shareholders and Address proof of all shareholders should be submitted.
- d) E-mail the **duly filled, signed and dated** documents on RTA email id with cc to Company e-mail id.
- e) Courier the original documents to the address of Registrar and Transfer Agent.
- f) E-mail the courier slip as proof of dispatch to RTA email id with cc to Company e-mail id.
- g) Email id and Address of RTA and the Company has been mentioned in **General Information Section.**