

Affidavit (For Change of Signature / Non availability of signature)

Instructions

- i. Before signing, kindly get the Affidavit franked with an amount of Rs.100/- or affix Special Adhesive Stamps of Rs.100/- or reproduce the text on Non-Judicial Stamp Paper of Rs.100/-.
- ii. The Non-Judicial Stamp Paper must be purchased in the name of the accountholder. The date of execution of Affidavit should be within six months from the date of purchase of Non-Judicial Stamp Paper. The date of execution of Affidavit should be same as date of attestation by the Notary Public / First Class Magistrate.
- iii. The Affidavit should be signed and affirmed by all the accountholders in the presence of the above Authorities.
- iv. In case there is a minor difference in the names of the accountholders on the supporting documents with the one recorded with the Company, kindly add a clause in the Affidavit, affirming that the names of the accountholders as recorded with the Company and that on the supporting documents pertain to one and the same person. In case of major difference in the names of the accountholders, kindly furnish copy of Government Gazette Notification, duly attested by a Notary Public / First Class Magistrate.
- v. In case, the address of the accountholder is different from that recorded with the Company, kindly submit proof of new address as mentioned under point 2. If you wish to record your new address against the below folio, please forward to us a separate request letter, duly signed by the accountholders, as per their signatures on this Affidavit.
- vi. Multiple folios will be accepted only if the folios are registered in the same names and in the same order.
- vii. The signatures of the accountholders on this Affidavit and request letter / DRF / Form SH-4 should be the same. The signatures should also be the same as signed on the PAN Card / Passport and in case of difference, a clarification letter to this effect is to be provided.

The below mentioned text to be reproduced on Non-Judicial Stamp Paper

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To,
The Board of Directors,

I/We _____
S/o _____ aged _____ and _____ aged _____ residing at _____
_____ solemnly affirm and declare in favour of _____
_____ (Name of the Company whose securities are held by the holders) whose Registered Office is
situated at _____

1. That I/We am/are the sole/joint holders of _____ number of shares/debentures/bonds (**mention the details of TOTAL number of securities**) in _____ (**Name of Company** whose securities are held by the holders) as detailed below:

Folio No.	No. of Shares / Debentures/Bonds	Certificate No.	Distinctive Nos. From	Distinctive Nos. To

2. That I/We am/are residing at the above address and have not changed my/our address from the one recorded with the Company for the past 3 years [In case of change in address, kindly furnish copy of proof of new address viz. valid Passport or Aadhaar Card or Election Identity Card or Electricity / Telephone (only land line) bill / Bank Account Statement / Passbook [which is not more than 3 months old], **duly attested by a Notary Public / Bank Manager / First Class Magistrate**. Attestation by Notary Public/ First Class Magistrate should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable. Attestation by Bank Manager should bear the name, full address and official stamp of the bank. **The address proof should be legible and in the name of the registered accountholder. If you wish to record your new address against the above folio, please forward to us a separate request letter, duly signed by the accountholders, as per their signatures on this Affidavit**].
3. That the above shares were acquired by me/us out of my/our own investment/ funds against allotment in Public Issue/ allotment in Right Issue or acquired from the market in the year(s)_____.

.....2/-

