

FORM OF REQUEST FOR CHANGE OF ADDRESS –for Physical mode shareholders.
ONLY SOLE/FIRST SHAREHOLDER CAN APPLY FOR CHANGE OF ADDRESS.

Mas Services limited : T-34, 2nd Floor , Okhla Industrial Area Phase-II New Delhi- 110020

FOLIO NO.	
Company Name	

I request you to effect change of my address in your records as follows:

My old address as per Company's record	My current address to be recorded

I am enclosing the following document towards proof of my identification and current address:

(please tick the appropriate boxes and attach the relevant documents to this form)

Passport **Election ID card** **Driving License** **Aadhar card**

Note: At least 2 of the above documents must be submitted one of which must contain your signature thereon.

I am also providing below my current bank particulars for your records (requested only if bank were not furnished to the company earlier or there is any change).

Name of the bank & address: _____

MICR no. : _____ IFSC Code _____

Bank Account number: _____

Signature of Bank Manager : _____ Bank Telephone Number: _____

Bank & Branch Seal with employee Name & number :-----:-----

IT IS MANDATORY TO ENCLOSE THE FOLLOWING DOCUMENTS ALSO ALONGWITH NEW ADDRESS PROOFS (AS MENTIONED ABOVE). IN CASE THESE DOCUMENTS ARE NOT SUBMITTED, YOUR REQUEST WILL BE LIABLE TO BE REJECTED:

- **An original cancelled cheque of the first share holder with name printed on it or a copy of bank pass book/ bank statement attested by the bank.**
- **Self attested copy of PAN card of all registered shareholders is also required.**

Name of the First/ Sole Shareholder: _____

Tel / Mobile No: _____ Email ID _____

Date: _____ Signature _____

1. Change of address will be effected only on receipt of the form duly completed along with all requisite documents as mentioned above. Incomplete form / form with insufficient documents will not be acted upon and the same will be returned.

2. The signature of the shareholder as appearing on the form must match with his/her specimen signature on record with the company.