

PROCEDURE & DOCUMENTS REQUIRED FOR CHANGE OF NAME OF THE SHAREHOLDER

For Individuals:

1. Request letter for change of name with mentioning the reason for change of name quoting Folio & Scrip details of shares having signature of the shareholder in old name as per record of the Company and new signature under new name of the Shareholder.
2. Original share certificates of entire shareholding.
3. Attested copy of Marriage Certificate /Gazette Notification duly attested by Notary Public / First Class Magistrate.
4. Self-attested copy of PAN Card and Voter ID/Aadhaar Card of shareholder.
5. Specimen Signature duly attested by Bank Manager as per attached format.
6. A Cancelled Cheque Leaf in the changed name of Shareholder.

For Corporate Body:

1. Request letter for change of name with mentioning the reason for change of name quoting Folio & Scrip details of shares having signature of the Authorised Signatories.
2. Original share certificates of entire shareholding.
3. Certified copy of Certificate of Incorporation by the Company Secretary/Directors.
4. Certified copy of Memorandum and Articles of Association by the Company Secretary/Directors.
5. The Board Resolution signed by the Company Secretary/Directors on the letter head of the Company empowering the signatories to sign on behalf of the Company along with the specimen signature of the Authorized signatories is also to be submitted.
6. Self-Certified copy of PAN Card.
7. A Cancelled Cheque Leaf in the changed name of company.

For Trust:

1. Request letter for change of name with mentioning the reason for change of name quoting Folio & Scrip details of shares having signature of the Authorised Signatories.
2. Original share certificates of entire shareholding.
3. Notarized copy of Certificate of Registration.
4. Notarized copy of Trust Deed.
5. The Resolution signed by the Secretary/Trustee on the letter head of the Trust empowering the signatories to sign on behalf of the Trust along with the specimen signature of the Authorized signatories is also to be submitted.
6. Self-Certified copy of PAN Card.
7. A Cancelled Cheque Leaf in the changed name of Trust.