

**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, 2<sup>nd</sup> Floor , Okhla Industrial Area Phase-II New Delhi- 110020**

FOLIO NO.	
<b>Company Name</b>	

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 :-----

Official Email ID of Bank Signatory: \_\_\_\_\_

**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.