**AFFIDAVIT FOR CHANGE OF SIGNATURE**

**(TO BE EXECUTED ON NON JUDICIAL STAMP PAPER FOR Rs. 100/- or SUCH STAMP DUTY APPLICABLE IN THE PLACE OF EXECUTION)**

I/We ………………………………………………..S/o…………………………………………………………..aged

………..and ……………………………………..S/o…………………………………………………………..aged

………..residing at ………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………..

Solemnly affirm and declare in favor of ----------------------------------- Limited whose registered office is situated at ---------------------------------------------------------------------

1. That I/We am/are the sole/joint holder of ………….. Number of equity shares in ------------------------------------------Limited (“**Company**”), as detailed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Folio Number** | **No. of Shares** | **Certificate Numbers** | **Distinctive No. (from)** | **Distinctive Nos. (To)** |
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1. That I/We am/are residing at the above address and have not changed my/our address in the past 3 years(In case there has been a change in address the shareholder should furnish details)
2. 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)…………
3. That my/our signature(s) might have changed/altered by passing of time and the records maintained with the Company as cancelled.
4. That my/our specimen signature(s) given below be taken on record in respect of my/our holdings of securities in the Company as mentioned in Para I in place of my/our existing signature(s) in the Company’s record.
5. I/We hereby affirm that I/we shall not hold the Company or its Agents anyway responsible for any consequences that might occur directly or indirectly on account of the Company or its Agents acting on our request herein stated by replacing the signature(s) in the company’s records and for the consequential acts/deeds by the Company/its Agent.
6. I/We hereby further affirm that the Transfer Deeds for sale of securities bearing my/our signature(s) as appended herein below can be taken as validly executed by me/us for all purposes and intents of transferring the ownership of securities held by me/us under the folios as stated in Para 1 above.
7. This Affidavit is executed in favour of the Company/its agent on my/our own volition and is in the form as required by the Company/its agent forwarded to me/us vide its letter No…………………………………….dated……………………….

VERIFICATION

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I/We solemnly affirm that the statement contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on

Identification at…………………….

On this…………day of \_\_\_\_\_ 202………

Name, Address & Signature of the Witness

1. Specimen signature of 1st holder …………………. 1.
2. Specimen signature of 2nd holder…………………..
3. Specimen signature of 3rd holder……………………

2.

Executed before me……………………………………………………….

(Should be attested by First Class Judicial Magistrate / Notary)

Note: 1. All shareholders should put their present signatures on the space provided above, including

joint holders, if any, without fail.

2. Separate affidavit should be executed for two or more folios having different name(s) and order

of holding.

### Request for updation of Records –Change of Signature

To,

The Company Secretary

Dear Sir,

I hereby request you to please incorporate my latest signature duly attested by my banker in your records for the **Registered Folio No.**  in which I am the sole holder or joint holder no. 1/joint holder no. 2 with the first holder.

**Name of the shareholder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Present Signature Date of effect: / /**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **As Sole Holder** | **As Jt. holder 1** | **As Joint holder 2** |

**Verification of Signature by Banker with Designation & Seal**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Account No.** |  | | **Type** | |  | |
| **Bank Name** |  | | | | | |
| **Address** |  | | | | | |
| **Name of the officer** | |  | | **Branch Code No.** | |  |

Please find enclosed herewith a copy of the front page of the Passbook, of which the attestation is being done and a copy from among the following documents as **Proof of Identification (POI) & Proof of Address (POA)** and marked against the relevant box.

|  |  |  |  |
| --- | --- | --- | --- |
| (POI) & (POA) | (X) | (POI) & (POA) | (X) |
| Passport copy |  | Passport |  |
| Voters ID |  | Electricity Bill |  |
| PAN Card |  | Telephone Bill |  |

**I, hereby declare that the particulars given above are correct and complete.**

**Signature of the sole/first holde**r \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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