

**PROCEDURE & DOCUMENTS REQUIRED FOR REGISTERING NEW- ADDRESS OF
SOLE/FIRST SHAREHOLDER HOLDING SHARES IN PHYSICAL FORM**

- 1) Request Letter by Sole/First Shareholder for his/her/it Change of Address Updation in the company Register of Members, mentioning the Folio No., No. of Shares Held in Physical Form, the Old Address as per record of the Company and the New Address changing.
- 2) Self attested copy of PROOF of NEW ADDRESS of Sole/First Shareholder, anyone of the following documents :
 - i.) Self attested copy of Aadhaar Card
 - ii.) Self attested copy of Voter ID
 - iii.) Self attested copy of Driving License
 - iv.) Self attested copy of latest telephone/electric bill
- 3) Self-attested copy of PROOF of OLD ADDRESS of Sole/First Shareholder preferably, anyone of the following documents :
 - i.) Self attested copy of Aadhaar Card
 - ii.) Self attested copy of Voter ID
 - iii.) Self attested copy of Driving License
 - iv.) Self attested copy of Allotment Advice of Shares
 - v.) Self attested copy of telephone/electric bill
- 4) Self attested copy of PAN Card of the Sole/First Shareholder.
- 5) Cancelled Cheque Leaf in the name of the Sole/First Shareholder.