

Affidavit (For Change of Signature / Non-availability of signature/Inability to sign due to old age and health problems/ Difference in Name)

Kindly read the instructions enlisted below carefully before executing this Affidavit

Important Instructions for filling the Affidavit

- i. Before signing, kindly get the Affidavit franked with an amount of Rs.100/- or affix Special Adhesive Stamps of Rs.100/- or reproduce the text on Non-Judicial Stamp Paper of Rs.100/-.
- ii. The Non-Judicial Stamp Paper must be purchased in the name of the accountholder. The date of execution of Affidavit should be within six months from the date of purchase of Non-Judicial Stamp Paper.
- iii. In case, the address of the accountholder is different from that recorded with the Company, kindly submit proof of old and new address as mentioned under Point No. 2. If you wish to record your new address against the below folio, please forward to us a separate request letter, duly signed by the accountholders, as per their signatures on this Affidavit.
- iv. In case there is a difference in signature due to old age and health problems, kindly fill the details as mentioned under Point No. 6. In such cases, kindly submit original medical certificate issued by a registered medical practitioner (registration number of the medical practitioner should be mentioned on the original medical certificate) giving the reasons for such inability.
- v. In case there is a minor difference in the names of the accountholders on the supporting documents with the one recorded with the Company, kindly fill the details mentioned under Point No. 9. In case of major difference in the names of the accountholders, kindly furnish copy of Government Gazette Notification, duly attested by a Notary Public / First Class Magistrate.
- vi. Multiple folios will be accepted only if the folios are registered in the same names and in the same order.
- vii. The signatures of the accountholders on this Affidavit and request letter / Demat request Form / Share Transfer Form - Form SH-4/ Transmission Form should be the same.

Important instructions for attesting the Affidavit

- i. The date of execution of Affidavit should be same as the date of attestation by the Notary Public / First Class Magistrate.
- ii. The Affidavit should be signed and affirmed by all the accountholders in the presence of the above Authorities. Each page of the Affidavit should be signed by the accountholders and should bear the seal of the Notary Public /First Class Magistrate.
- iii. Full Address of the Notary Public / First Class Magistrate should be mentioned. Court fee /Notarial stamps, as applicable, should be affixed on the Affidavit.
- iv. Notary Book No. and Serial No. should be specifically stated on the Affidavit.
- v. Changes/Alterations/Overwriting made in the Affidavit should be authenticated by the same Notary Public /First Class Magistrate, under their official seal.

I/We _____

S/o _____ aged _____ and _____ aged _____

residing at _____ solemnly

affirm and declare in favour of _____ (Name

of the Company whose securities are held by the holders) whose Registered Office is situated at

1. That I/We am/are the sole/joint holders of _____ number of shares/ debentures/ bonds (mention the details of **TOTAL** number of securities) in _____ (Name of Company) whose securities are held by the holders as detailed below:

Folio No.	No. of Shares / Debentures/Bonds	Certificate No.	Distinctive Nos. From	Distinctive Nos. To

2. That I/We am/are residing at the above address and have not changed my/our address from the one recorded with the Company for the past 3 years.

[In case of change in address, kindly furnish copy of proof of old and new address viz. Passport/ Aadhaar Card/ Voters Identity Card/ Electricity bill/ Telephone (only land line) bill / Bank Account Statement / Passbook [which is not more than 3 months old], duly attested by a Notary Public / Bank Manager / First Class Magistrate. Attestation by Notary Public/ First Class Magistrate should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable. Attestation by Bank Manager should bear the name, full address and official stamp of the bank. The counterfoil of dividend warrant will be accepted as old address proof. The address proof should be legible and in the name of the registered accountholder].

3. 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)_____.
4. That my/our signature(s) might have changed/ altered by passing of time and therefore I/We request the Company to treat my/our signature(s) as per the records maintained with the Company as cancelled.
5. 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 paragraph 1 above in place of my/ our existing signature(s) in the Company's record.
6. Due to old age and health problems, I now find it difficult to sign as per my signature recorded with the Company. Dr. _____ of _____ has issued a medical certificate in my favour giving the reasons for my inability to sign the relevant documents (Strike out if not applicable)
7. I/We hereby affirm that I/We shall not hold the Company or its Agents in anyway responsible for any consequences that might occur directly or indirectly on account of the Company or its Agents acting on my / 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.
8. 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 paragraph 1 above / or for dematerialization of securities in the names of the accountholders / for issuance of duplicate share certificate/ for deletion of the name of the deceased shareholder.

9. That, _____(name on the share certificates) and _____(name as supporting documents) is one and the same person.

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 my / our request herein stated on account of replacing the name _____ (name on the share certificates) with _____ (name as per supporting documents) in the Company’s records and for the consequential acts/deeds by the Co./its agent. (Strike out if not applicable)

10. That I/we enclose legible self-attested copies of my/our Valid Passport / PAN Card as proof of identity (mandatory)

11. This Affidavit is executed in favour of the Company/its Agent on my/our own volition and is in the format as required by the Company/its Agent forwarded to me/us vide its letter No. _____ dated _____

Verification

I/We solemnly affirm that the statements 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 20_____

Specimen signature of _____ 1.

Specimen signature of _____ 2.

Specimen signature of _____ 3.

Tel. No.:

Email id:

Deponents

[Signature of First Class Magistrate/Notary Public]

[Name and full address of First Class Magistrate/ Notary Public]

Registration No. _____

Notary Register at Book No. _____ Serial No. _____

Court Fee / Notarial Stamps	Official Seal of First Class Magistrate / Notary Public
-----------------------------	---