

## FORM OF REQUEST FOR CHANGE OF ADDRESS

**Mareshwari Datamatics Pvt Ltd.**  
23, R. N. Mukherjee Road, 5th Floor  
Kolkata - 700 001

Dear Sirs,

Name of the Company : \_\_\_\_\_

Folio No.(s) : \_\_\_\_\_

I request you to effect change of my address in your records as follows :

My old address as appearing in the Company's records \_\_\_\_\_

\_\_\_\_\_

My current address to be recorded \_\_\_\_\_

\_\_\_\_\_

I am enclosing self-attested photocopy of my PAN Card towards proof of my identification, photocopy of my share certificate and photocopy of following document in support of my application : *(please tick the appropriate box and attach the relevant documents to this Form)*

Passport                       Voter ID Card                       Bank Passbook/Statement

*(Note : At least one of the above documents must be submitted - self attested)*

I am also providing below my current bank particulars for your records : *(required only if bank particulars were not furnished to the Company earlier or if there is any change)*

Name of the Bank : \_\_\_\_\_

Address of the Bank : \_\_\_\_\_

\_\_\_\_\_

Bank Account Number : \_\_\_\_\_

*(Note : Copy of your relevant bank statement or a copy of a blank cancelled cheque leaf pertaining to the given bank account, with your name appearing thereon, must be submitted for verification)*

Yours faithfully,

Signature : \_\_\_\_\_

Name of the First / Sole Shareholder : \_\_\_\_\_

Phone / Mobile No. : \_\_\_\_\_ Email Id : \_\_\_\_\_

Date : \_\_\_\_\_

**NOTE : Change of Address will be effected only on receipt of this Form, duly completed, alongwith all requisite documents as mentioned above. Incomplete Form / Form with insufficient documents will not be acted upon and the same will be returned.**

1. Name of Account Holder(s) : 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

2. Type of Account : **Current / SB / O/D / Others**

3. Address of Account Holder(s) as recorded with the Bank

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Account Number : \_\_\_\_\_

5. Signature of the Holder(s) : 1) \_\_\_\_\_

2) \_\_\_\_\_

**CONTACT No.-**

3) \_\_\_\_\_

**EMAIL-ID**

**Signature and Address verified as recorded with the Bank**

**Signature** \_\_\_\_\_  
**with Rubber Stamp of the Bank**

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

**Designation** \_\_\_\_\_

**Employee Code** \_\_\_\_\_

**Place :**

**Date :**