

Change of Address / Bank details / PAN updation

I) For securities held in physical form, please submit the following documents:

1. Basic information form (BIF), duly signed by the 1st registered shareholder, as per the specimen signature recorded with RTA, requesting RTA to update your new address / Bank details / PAN / Aadhar Details.
2. Self-attested copies of PAN card(s) and Aadhar Card(s).
3. Self-attested copy of new address viz. valid Passport or Aadhar Card or Election Identity Card or Electricity / Telephone (only land line) bill / Bank Account Statement / Passbook (which is not more than 3 months old).
4. Original unsigned cancelled cheque leaf of the active core banking account with the name of the 1st named shareholder(s) appearing on it, where future dividend, if any, is to be credited, in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc.

Please note that the identity and address proof should be legible and in the name of the registered account holder.

II) For securities held in electronic form, the change in address has to be registered with your depository participant.