

## **Change of Address**

### **Q. 1 If there is a change in my address what is the procedure to get it recorded with the company?**

If the shares held by you are in physical form, kindly send a request letter signed by the shareholder (first named shareholder in case of joint-holders) along with address proof giving the new address along with the Pin Code. Please quote your folio number without fail. In case the shares held by you are in demat, please inform the change to your DP.

### **Q. 2 Can there be multiple addresses for a single folio?**

No. There can be only one registered address for one folio.

### **Q. 3 If the shares are dematted, what is the procedure for change of address?**

Since your Depository Participant maintains your record of dematted shares, you have to inform them about any change in your address. Your Depository Participant will then pass on this information when any action like dispatch of Annual Accounts or payment of dividend etc., is due to be taken by the company.