

Application for Change of Address*

Date : _____

From,
Name : _____

Address : _____

Tel. No. : _____

E-mail : _____

To,
Sharepro Services (I) Pvt. Ltd.
Unit : Greaves Cotton Limited
13 A/B, Samhita Warehousing Complex
2nd Floor, Sakinaka Telephone Exchange Lane
Off Andheri Kurla Road, Sakinaka
Mumbai 400 072.

Dear Sir,

Ref: Folio No. : _____

I/We am/ are shareholder(s) of your Company holding _____ Equity Shares of Rs 10/- under captioned folio no. I/ We wish to change my/ our address in your records as I / we have shifted my / our residence.

From (Old Address)

To (New Address)

I/We enclose herewith the following documents:#

- ➔ Copy of the Electricity Bill/MTNL/BSNL Bill/Ration Card/Driving License/Passport in support of the residential proof.
- ➔ Attested Copy of the PAN Card/Driving License/Passport/ EC Card in support of the identification proof

Please send me/us a confirmation of having recorded my/ our new address at the earliest.

Yours faithfully,

Signature of the Shareholder(s)

1st Jointholder

2nd Jointholder

* Applicable for shares held in physical form only.

Delete whichever is not applicable.