

J. Procedure for change in Signature / Updation of new signature (for Individual & Company) :

Shareholders can approach the RTA for change of signature formalities, by sending a request letter, duly signed by the shareholder(s), along with the reasons for change of signatures:

- Change in signature due to passage of time/old age.
- Objections raised by RTA for earlier transactions, due to material signature difference on the submitted documents.
- Change in signature due to attainment of Majority (i.e. Minor becomes major)

In view of the above, the following documents are required to be submitted with the RTA:

Individual	- Affidavit for change of Signature Bank attestation form
Company	- Affidavit for change of Signature Bank attestation form
Minor to Major	- Affidavit for Change of Signature Bank attestation form Birth certificate / School Leaving Certificate (duly attested) - Mandatory requirement

In all the above cases, the following documents should necessarily be submitted with the RTA.

1. PAN and Aadhar card(s) of all the shareholders, duly attested by your Bank Manager only.
2. Address proof, duly attested by your Bank Manager. In case of change of address, please arrange to send us the old and new address proof, duly attested by your Bank Manager.
3. Original cancelled cheque.
4. Certified copies of Memorandum and Articles of Association and latest Annual report (applicable for Companies).