

Change in the name(s) of shareholder(s)
(Holding shares in Physical mode)

1. Change in the names of Individuals:

- a) A requisition letter in **Form ISR-4** duly signed by all the shareholders mentioning the name change / correction to be done on the share certificate
- b) Original valid share certificate(s).
- c) Self-attested copy of PAN linked with Aadhar
- d) PAN, Bank Mandate, Mobile No, Email Id, Nomination details with supporting documents as required to be provided in **Form ISR-1** and (**ISR-3 / SH-13**-optional), in case these details are not registered or any change is required
- e) Banker's attestation of the signature of the registered sole / first holder and all Joint holder as per **Form ISR – 2** and submit the documents mentioned in **Annexure B** (provided below), in case these details are not registered or any change.
- f) Pursuant to SEBI Circular dated January 30, 2026, provide;
 - A duly filled Demat Request Form (DRF);
 - A copy of Client Master List (CML) of your demat account not older than two months from the date of submission and is duly attested by your Depository Participant.

Refer Annexure-10 point no. 2 and Annexure 12 of SEBI Master circular no. HO/38/13/(4)2026-MIRSD-POD//4298/2026 dated 6th February, 2026 for minor and major mismatch in name.

Minor Mismatch in Name:

- For minor mismatch in name between any two set of documents presented by holder / claimant for any service request, additionally obtain any one of the documents self-attested with date as per **Annexure C** (provided below), explaining the difference in names;

Major Mismatch in Name:

- In the event of Change of Name / Major Mismatch in Name of the security holder, the security holder / claimant is allowed to change name on submission of following documents at the time of change of name:
 - In case of change in name on account of marriage - Marriage Certificate or copy of valid Passport showing husband's name or publication of name change in official gazette, and any document as mentioned in **Annexure C** (provided below) evidencing the old name.
 - In case of change in name on account of reasons other than marriage - Publication of name change in official gazette, and any document as mentioned in **Annexure C** (provided below) evidencing the old name.

2. Change in the names of Body Corporate / Trust:

- a) PAN, Bank Mandate, Mobile No, Email Id, with supporting documents as required to be provided in **Form ISR-1**, in case these details are not registered or any change required.
- b) Banker's attestation of the signature of the Authorised Signatory as per **Form ISR – 2** and submit the documents mentioned in **Annexure B** (provided below), in case these details are not registered or any alteration.
- c) PAN Copy of security holder self-attested by authorised Signatory.
- d) A requisition letter in **Form ISR 4** duly signed by all the shareholders mentioning the name change / correction to be done on the share certificate
- e) Requisition letter signed by the Authorised signatory for change of name on the letterhead of the corporate.
- f) Original Security certificates.
- g) Certified copy of the new certificate of incorporation issued by ROC

For Trust:

- h) Certificate of Registration
- i) Trust Deed
- j) A resolution, signed by the Secretary/Trustee on the Trust's letterhead, authorizing the signatories to sign on behalf of the Trust, along with the specimen signature of the Authorized signatories, is also required to be submitted.

In accordance with the SEBI Circular dated January 30, 2026, the following documents are also required to be submitted:

- A duly filled Demat Request Form (DRF);
- A copy of your Client Master List (CML), duly attested by your Depository Participant, not older than two months from the date of submission.

All the Forms mentioned above are available under Downloads.

⋮

Annexure B - Bank Attestation

Option 1

- Original cancelled cheque with name of security holder printed on it or
- Self-attested Bank Passbook /Bank Statement,

OR

Option 2

Share holder can change / update signature by visiting the office of respective RTA in person and sign before the authorized personnel of the RTA In this case, the shareholder shall show the following documents in original for verification along with self-attested copies of the same.

- I. PAN Card and any one of the following four documents for Proof of Identity
 - a) Unique Identification Number (UID) (Aadhaar)
 - b) Valid Passport
 - c) Driving license in Smart Card form, Book form or copy of digital form
 - d) Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp

Note:

- *PAN shall be operative and linked with Aadhar*
- *In case of mismatch in the signature of the holder as available in our records and the present signature, the security holder shall provide the old and present specimen signature in the request letter in order to verify the same*
- *The Cancelled Cheque provided shall be of same bank account number mentioned in CML and ISR-1.*

Annexure C- Proof of Identity

- i. Unique Identification Number (UID) (Aadhaar – to be masked)
- ii. Valid Passport
- iii. Driving license in Smart Card form, Book form or copy of digital form
- iv. Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp.
- v. PAN card with photograph
- vi. Marriage certificate
- vii. Divorce decree