

Dt. _____

From:
Name: _____
Address: _____

PIN-

To,

M/s. Karvy Fintech Private Limited,
Unit – Gowra Leasing & Finance Ltd.
Karvy Selenium Tower B, Plot No.31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500032

Dear Sir,

Sub: Request for update of Address and Signature – Folio No. _____

Please note my/our new address as mentioned below for your record. In this connection I/we am/are enclosing herewith following documents: -

1. Self-attested Photo copy of the my/our (shareholder) **PAN Card**
2. Self-attested photo copy of latest Proof of Residence/address*
3. Fresh Signature duly attested by my/our Bank Manager by mentioning my/our account number held with the Bank. *(Format 'A' enclosed)*
4. An Affidavit for change of signature *(Format 'B' enclosed)*

Old Address	New Address
	PIN-

* Self-attested photocopy of BSNL Telephone Bill/Electricity Bill/Gas Bill/Passport/Ration Card/ Aadhaar Card, Voter ID Card etc.

PAN : _____

E-mail ID: _____ **Phone/Cell No.** _____

Thanking you, Yours

faithfully,

Signature: _____

Name: _____

Encl: as above.

Note: Change of Address will be affected only on receipt of this Form, duly completed, along with all requisite documents as mentioned above. Incomplete Form / Form with insufficient documents will not be acted upon and the same will be returned.

Copy to: **Gowra Leasing & Finance Ltd.,**
No.501, 5th Floor, Gowra Grand
Behind Gowra Plaza, 1-8-384 & 385
S.P. Road, Begumpet
Secunderabad – 500003

To whom so ever it may concern

Date:

Unit : Gowra Leasing & Finance Limited

Sirs,

Sub.: Specimen Signature

I/We request you to record my/our latest signature(s) for all future references.

Folio No. _____

Name(s) of the shareholders(s)

Specimen Signature(s)
of the shareholder(s)

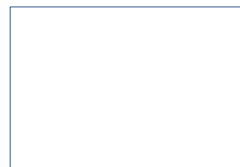
- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

Bank Account No. _____

Attested by :-

Signature _____

Name and Address of the Bank Manager



Code No. _____

(Seal / Rubber Stamp of the Bank)

Affidavit (for change of Signature)

(To be executed on Non-Judicial Stamp Paper of Rs.100/-)

I/We _____ S/o D/o W/o _____ aged about _____ years, residing at _____ and _____
 _____ (Second holder, if any) S/o D/o W/o _____
 aged about _____ years, residing at _____
 solemnly affirm and declare in favour of **Gowra Leasing & Finance Ltd.** whose registered office is situated at No.501, 5th Floor, Gowra Grand, Behind Gowra Plaza, 1-8-384 & 385, S P Road, Begumpet, Secunderabad – 500003.

1. That I/We am/are the sole/joint holder of _____ number of equity shares in **Gowra Leasing & Finance Ltd.**, as detailed below :

Folio No.	No. of shares	Certificate Number(s)	Distinctive No.	
			From	To

2. That I/We am/are residing at the above address and have not changed my/our address in the past 3 years (in case there has been a change in address the investor should furnish details)
3. That the above shares were acquired by me/us out of my/our own investment/funds against allotment in Public Issue/allotment in Right Issue or acquired from the market in the year(s) _____
4. That my/our signature(s) might have changed/alterd by passing of time and the records maintained with the Company as cancelled.
5. That my/our specimen signature(s) given below be taken on record in respect of my/our holdings of securities in the Company as mentioned in Para-1 in place of my/our existing signature(s) in the Company's record.
6. I/we hereby affirm that I/we shall not hold the Company or its Agents anyway responsible for any consequences that might occur directly or indirectly on account of the Company or its Agents acting on our request herein stated by replacing the signature(s) in the Company's records and for the consequential acts/deeds by the Company/its Agent.

7. I/We hereby further affirm that the Transfer Deeds for sale of securities bearing my/our signature(s) as appended herein below can be taken as validly executed by me/us for all purposes and intents of transferring the ownership of securities held by me/us under the folios as stated in Para-1 above.
8. This Affidavit is executed in favour of the Company/its agent on my/our own volition and is in the form as required by the Company/its agent forwarded to me/us vide its letter No _____ dated _____ (if any)

Verification

I/We solemnly affirm that the statement contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on

Identification at _____ (Place)

On this _____ day of _____, 20____

Witnesses

1. Signature
Name
Address

1. Specimen signature of 1st holder _____

2. Signature
Name
Address

2. Specimen signature of 2nd holder _____

3. Specimen signature of 3rd holder _____

Executed before me _____
(Should be attested by Notary /
First Class Judicial Magistrate)