

Request Letter For Change of Name

TO
BEETAL FINACIAL & COMPUTER SERVICES PVT LIMITED
BEETAL HOUSE, 99, MADANGIR,
BEHIND LOCAL SHOPPING CENTRE,
NEAR DADA HARSUKHDAS MANDIR, NEW DELHI-110062

Subject:- Change of Name

Unit:- _____ **Company Name,.**

Folio no :- _____

Dear Sir,
I, the undersigned _____ the holder of _____
Equity Share(s) in your Company, hereby inform you that consequent upon _____
My name stand changed from _____
To _____ I request you to give effect to this change in
Hereunder I furnish such other particulars/information as may be required.

Details of the share certificates enclosed

S.No.	Folio No.	Distinctive Nos		Share Certificate No.	No of Shares
		From	To		
1					
2					
3					
4					
5					

Total No of certificates _____ No of Shares _____

Name(s) of Shareholders (after change of name)

1. _____
2. _____
3. _____

Father/Husband Name of the First Holder	Signatures of the Shareholder(s)
	1. _____
Occupation of the First Holder	2. _____
	3. _____

Date _____ Place _____

TO BE FILLED IN BY THE REGISTRAR	
Inward No.	
Transposition No.	
New Folio No.	
Date	

Note : Enclose following Documents

1. Marriage Certificate/Govt. Gazette
2. Affidavit of Rs.20/- (Duly Notarised) for Minor correction & short name to Full name etc.
3. Original Share Certificates
4. Signature duly attested by the Bank Manager with cancelled cheque & PAN card copy(self attested)