Date:

From

Name & Address of Shareholder

To

The Secretarial Department

The Calcutta Stock Exchange Ltd

7 Lyons Range

Kolkata 700001

Dear Sir/Madam,

**Sub: Change of address**

I/We hereby submit that I/we have shifted to a new address as mentioned above. A self-attested copy of documents effecting the change of address is provided for your records.

You are requested to make necessary changes in your records and confirm the same to me/us at the earliest.

Thanking you

Yours Sincerely

Signature

**List of Documents to be submitted:**

* **Self-attested copy of Voter ID Card/Passport/Aadhar Card/Ration Card/Bank Statement/Electricity Bill/Landline Telephone Bill**

**In case of Corporates:**

* **Copy of form from No.18 ROC effecting change in address**