

**Procedure for name correction:**

1. Self-attested copy of shareholder's PAN Card
2. Self-attested copy of shareholder's Aadhaar Card, Passport, Utility bills like Telephone Bill, Electricity Bill & Gas Bill not more than 3 months old.
3. Request Letter from Shareholder
4. Original Share Certificate
5. Name Correction Affidavit (format attached)
6. Duly filled and banker attested Signature Verification Form (format attached)
7. Signature Updation Affidavit (format attached)
8. Send an original cancelled unsigned cheque with shareholder's name & account number pre-printed.
9. Gazette copy of name change.

**(In case of Joint shareholding, details of all the shareholders are required & sign of all the shareholders are required on request letter as well.)**

**FORMAT OF AFFIDAVIT/ DECLARATION FOR CHANGE OF NAME**  
*(Please type this Affidavit after carefully reading the notes mentioned below the format)*

**AFFIDAVIT**

I, \_\_\_\_\_ son/daughter/spouse of \_\_\_\_\_ aged \_\_, residing at \_\_\_\_\_, do hereby solemnly affirm and declare as under:

1. That my name earlier was \_\_\_\_\_.
2. That I have changed my name as \_\_\_\_\_ on/from (date of change of name).
3. At present all the records have my new name \_\_\_\_\_.
4. I have not published in the Gazette for change of name.
5. I state that (earlier name) and the (present name) is the name of one and the same person and that is myself.

I am executing this declaration to be submitted to the concerned authorities for the change of name.

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_ 20 ) (Signature of the Applicant)  
Deponent

Identified by me

Before Me

Advocate

S.E.O./ Oaths Commissioner/Notary

**NOTES:**

- 1. Affidavit should be on Non-judicial stamp paper of Rs.100/- in Maharashtra & Rs. 20/- for outside Maharashtra.**

- 2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.**
- 3. Please affix passport size joint photograph with your spouse.**
- 4. Affidavit should be attested by Notary/ S.E.O/ Oaths Commissioner.**

**AFFIDAVIT**

I, (Name of the Shareholder), son of \_\_\_\_\_, aged \_\_\_ years, an Indian Inhabitant, residing at \_\_\_\_\_, do hereby solemnly affirm and declare as under:

1. That I, \_\_\_\_\_, am holding \_\_\_\_\_ equity shares in **All Indian Origin Chemists & Distributors Limited** as mentioned below:

**Folio No.**                 :  
**Certificate No.**       :  
**Distinctive Nos.**       :  
**No. of Shares**           :

That I wish to update my signature in the records of the RTA. Therefore I request that my specimen signature as provided herein be taken on record.

Specimen Signature: \_\_\_\_\_

2. On registering the signature in the records, I do hereby covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders / debenture holders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares / debentures or dividends / interests or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

I am executing this declaration to be submitted to the concerned authorities for the registration of signature in the records of the RTA.

### VERIFICATION

I hereby state that whatever is stated herein above is/are true to the best of my knowledge.

Solemnly affirmed at Mumbai

On this \_\_\_\_\_ day of \_\_\_\_\_ of 2023 (affix photograph of the Applicant)

\_\_\_\_\_  
(Signature of the Applicant)

**Identified by me**

**Before Me**

**Advocate**

**S.E.O./ Oaths Commissioner/Notary**

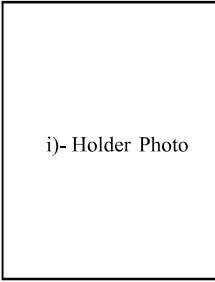



**NOTES:**

1. Affidavit should be on Non-judicial stamp paper Rs.100/-.
2. Please do not just type this format as it is.
3. Affidavit should be notarized or attested by S.E.O. / Oaths Commissioner
4. Also note, you will have to submit Banker verification form identifying you and attesting your signature along with your account details and cancelled cheque leaf.

# Form ISR – 2

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03,2021)

## Confirmation of Signature of Securities Holder by the Banker

1. Bank Name and Branch		
2. Bank contact details		
Postal Address		
Mobile/Tel number		
E-mail address		
3. Bank Account number		<i>attach original cancelled cheque leaf</i>
4. Account opening date		
5. Account holder's PAN		Account Holder's Name
i)		i)
ii)		ii)
iii)		iii)
iv)		iv)
6. Latest photograph of the account holder(s)		
<div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">i)- Holder Photo</div>		<div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">ii)- Holder Photo</div>
<div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">iii)- Holder Photo</div>		<div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">iv)- Holder Photo</div>
7. Account holder(s) details as per Bank Records		
a) Address		
b) Mobile/Tel number		
c) Email address		
d) Signature(s) of the Holder(s)		
i)	 _____	<i>Bank Manager's Signature and Bank Seal</i>
ii)	 _____	
iii)	 _____	
iv)	 _____	
-- (To be Mandatorily Filled by the Bank Official) --		
Place:		Name of the Bank Manager :
Date:		Employee Code :
Mobile / Tel no:		Email_id :