

PROCESS FOR CHANGE OF NAME

Please find below the procedure towards change of name :

1. Please Submit Original Share certificate
2. Notarized copy of marriage certificate is applicable in case the name changed due to marriage or copy of advertisement published in the newspaper towards change of name or gazette notification.
3. Affidavit for correction in name on non judicial stamp paper of Rs. 100/-
4. Kindly furnish us with a Banker verification form (format enclosed) duly attested by the Bank manager, where applicant(s) have an account identifying the applicant(s) and their signature along with **original** cancelled cheque leaf as well as the self-attested proof of identification (Pan card) and proof of address (Aadhar card/passport/utility bill not older than three months).

Further, you are requested to submit duly filled and signed in attached forms by the shareholders to update the KYC details

- a) Form ISR-1 – for PAN and KYC updation against your folio no for the said company
- b) Declaration Form for opting out of Nomination (Form No ISR-3)
 - (i) Nomination Form (Form No SH-13) to be filled, signed by all the shareholders and submit for registering the name of the nominee

You are requested to submit the documents using any one of the following mode:

1. **In person verification (IPV)**: by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the documents(s)
2. **In hard copy**: by furnishing self-attested photocopy(ies) of the relevant document, with date
3. **With e-sign**: Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents

Please send all the documents through physical delivery at following address:-

NSDL Database Management Limited

Unit: Unity Small Finance Bank Limited

4th floor, Trade World, 'A' Wing, Kamala Mills Compound,

Senapati Bapat Marg, Lower Parel, Mumbai- 400013,

022 4914 2578/2589 Fax: 022 49142503

Email: rtaunitybank@nsdl.co.in Website: <https://www.ndml.in/>