

To,

Karvy Computershare Private Ltd.  
Karvy Selenium Tower B  
Plot No 31 & 32, Financial District.  
Nanakramguda, Gachibowli.  
Hyderabad, Telangana -500032

Date:-

**Sub: Request for Correction of Bank Details for IRFC 54EC Bonds.**

Dear Sir,

I/We request you to update the Bank details / mandate in your records, details of which are as under:

1	Bond Name & Series	
2	Folio/Bond Holder No.	
3	Name of the 1st Bond Holder	
4	Name of the 2nd Bond Holder	
5	Name of the 3rd Bond Holder	
6	Email :	
7	Mobile/Landline No.	
<b>Bank Details to be Incorporated -</b>		
1	Name of the Bank	
2	Bank Account Number	
3	IFSC Code	
4	MICR No.	
5	Bank Branch Address	
6	Type of Account (Tick any one)	Saving/ Current/ NRO/ CC
<b>Signature of All the Bondholders :</b>		
7	<b>1<sup>st</sup> Bondholder</b>	
	<b>2<sup>nd</sup> Bondholder</b>	
	<b>3<sup>rd</sup> Bondholder</b>	

Enclosed: Original Cancelled Cheque Leaf for the above Bank Account (**Mandatory**)

# REQUEST FOR UPDATION OF RECORDS - CHANGE OF ADDRESS

To,

Date:-

Karvy Computershare Private Ltd.  
Karvy Selenium Tower B  
Plot No 31 & 32, Financial District.  
Nanakramguda, Gachibowli.  
Hyderabad, Telangana -500032

**Sub – Request for Change of Address for IRFC 54EC Bonds.**

Dear Sir,

I / We hereby request you to please update/ change my/our address in your records for the Registered Folio No. \_\_\_\_\_ of \_\_\_\_\_ (Bond Series) .

## Old Address

## New Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

State \_\_\_\_\_

Pincode \_\_\_\_\_

Pincode \_\_\_\_\_

I am/We are also attaching herewith copy of **PAN card** and following document (Anyone) as Proof of Address (POA) (**Mandatory**) –

- (i) AADHAAR Card;
- (ii) Passport;
- (iii) Driving Licence;
- (iv) Ration Card;
- (v) Any Other Document \_

(Please Specify)

Kindly confirm having recorded the changed address.

Yours faithfully,

Particulars	1 <sup>st</sup> Bondholder	2 <sup>nd</sup> Bondholder	3 <sup>rd</sup> Bondholder
Name -			
Signature and Date -			

To,  
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Karvy Selenium Tower B  
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Nanakramguda, Gachibowli.  
Hyderabad, Telangana -500032

Date:-

**Sub: Request for Change of Bank Details for IRFC 54EC Bonds.**

Dear Sir,

I/We request you to change the Bank details / mandate in your records, details of which are as under:

1	Bond Name & Series	
2	Folio/Bond Holder No.	
3	Name of the 1 <sup>st</sup> Bond Holder	
4	Name of the 2 <sup>nd</sup> Bond Holder	
5	Name of the 3 <sup>rd</sup> Bond Holder	
6	Email :	
7	Mobile/Landline No.	
<b>Bank Details to be Incorporated -</b>		
1	Name of the Bank	
2	Bank Account Number	
3	IFSC Code	
4	MICR No.	
5	Bank Branch Address	
6	Type of Account (Tick any one)	Saving/ Current/ NRO/ CC
<b>Signature of All the Bondholders :</b>		
7	<b>1<sup>st</sup> Bondholder</b>	
	<b>2<sup>nd</sup> Bondholder</b>	
	<b>3<sup>rd</sup> Bondholder</b>	

Enclosed (**Mandatory**):

1. Original Cancelled Cheque Leaf for the above Bank Account.
2. Bank Certificate for Confirmation of Bank Details with Signature Attestation.

**Bank Certificate for**  
**Confirmation of Bank Details with Signature Attestation**  
**from Bank Branch Manager for IRFC54EC Bonds.**

<To be given on Bank's Letter Head) or with <Bank Branch seal, employee name and number seal>

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that

Mr. / Ms. (#)

S/o or D/o:

residing at

PAN Number (as per Bank Records

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is holding the following account in our bank and branch

Bank Name

Branch Name

Bank A/c No.

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A/c Type (✓)

Savings     Current     NRE     NRO     FCNR     Others.....

MICR Code (9 digit)

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IFSC Code (11 digit)

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Signature of the above A/c holder

as per Bank's records

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**Signature of the Bank Manager**

(verifying the Signature and above mentioned particulars of the account holder as per bank records)

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Bank & Branch Seal

With employee name and number

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Date : \_\_\_\_\_

Place: \_\_\_\_\_

(#) = Name of the unit holder