



Request Letter for change in address

To
MAS Services Limited
Unit – Ester Industries Limited
T - 34, Okhla Industrial Area,
Phase - II, New Delhi – 110 020

I request you to effect change of my address in your records as follows :

Old Address	New Address
City	City
State	State
Pin Code	Pin Code
Email	Email
Phone No	Phone No

I am enclosing self-attested copies of following documents towards proof of my identification and current address :

(please tick (x) the appropriate boxes and attach the relevant documents to this Form. At least two of the following documents are required to be submitted.)

Self attested Documents	(x)	Self attested Documents	(x)
Passport		Election ID Card	
PAN Card		Electricity/Telephone Bill	
Driving License		Passbook/Bank Statement	

I hereby declare that the particulars given above are correct and complete and the copies of the documents are valid and true.

Yours faithfully

	Name of the Shareholder (as appearing on the share certificate(s))	Signature as per specimen records of the Company
Sole/1st Shareholder		
2nd Shareholder		
3rd Shareholder		
4th Shareholder		

Note - Change of Address will be effected only on receipt of this Form, duly completed, alongwith all requisite documents as mentioned above. Incomplete Form / Form with insufficient documents will not be acted upon and the same will be returned.