

CHANGE OF ADDRESS

Dear Sir/Madam,

Greetings of the day to you!

This is with reference to your below mentioned email, regarding change of address.

Kindly note that in order to get your new address updated in our records, we request you to submit a request letter duly signed by the registered holder's stating the new as well as the old address. Along with the letter, the below mentioned documents are also need to be submitted. The same may be sent to our office address mentioned below.

- **Identity Proof (Any one of the documents duly self attested)**
 - Pan card
 - Aadhaar Card
 - Passport Copy
 - Election Card

- **Address Proof (Any one of the below mentioned documents duly attested by a Special Executive Officer or Notary Public.)**
 - Latest Electricity Bill
 - Latest Telephone Bill
 - Employer s TDS certificate in Form 16.

We look forward to being of service to you again.

**Regards,
TEAM LINK INTIME**

Office Address:

LINK INTIME INDIA PRIVATE LIMITED

C-101, 247 PARK,

L B S MARG, VIKHROLI WEST,

MUMBAI - 400083.

Website Address: www.linkintime.co.in

Phone: +91 22 49186000

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