

Date:

From: _____(pls mention full name and address)

To,
M/s MCS Share Transfer Agent Limited
201 Shatdal Complex,
Opp. Bata Showroom,
Ashram Road, Ahmedabad – 380 009
Phone: +91-79-2658 0461, 2658 0462,
2658 0463
E-Mail: mcsstaahmd@gmail.com

Unit: Ganesh Housing Corporation Limited

Dear Sir,

Sub: Change in name on the Share Certificate(s)

I am a shareholder of the above Company holding shares under **Regd. Folio No.**.....

I would like to get my name changed in the records of the Company and on the Share Certificate(s). Please find enclosed herewith the following documents for the purpose:

1. **Notarized copy*** of the following documents in **new name** in support of Proof of Identity and address:

a.	Proof of Identity	Pan Card
b.	Proof of Address	Aadhar Card/ Passport/ Driving License/ Voter ID Card And Any one of the following document viz.. a. Electric Bill (Not Later than 3 months) b. Landline Telephone Bill (Not Later than 3 months) c. Bank Statement/ Bank Pass Book authenticated by the Bank (showing transactions of last 6 months)

2. **Original** share certificate(s).

3. **Notarized copy*** of Gazette Notification showing change in name **OR** **Notarized copy** of Marriage Certificate (if change of name is pursuant to marriage).

*** Notarized copy should consists the notary stamp and seal, date of the notarizing the document and the registration serial number of the notary.**

Personal E-Mail ID for all the future communications from the Company (Hard copy will be given whenever any request is made to the Company)	
Contact No.	

Thanking You,
Yours Truly,

(Signature of First/Sole shareholder)

(Signature of Joint Holder 1)

(Signature of Joint Holder 2)

Encl.:

1. Self attested copy PAN card duly notarised
2. Self attested copy of address proof duly notarized
3. Original share certificate.
4. Notarized copies of marriage certificate or Gazette notification
5. Affidavit (if name change is due to name mis-match for eg. Geetaben, Gitaben, Geeta, Gitakumari, etc.)