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**INTERNATIONAL TRAVEL HOUSE LIMITED**

**FORM OF REQUEST FOR CHANGE OF ADDRESS**

To, Folio no(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Company Secretary**

**International Travel House Limited**

‘Travel House’, T-2, Community Centre

Sheikh Sarai, Phase – 1

New Delhi 110 017

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

|  |  |
| --- | --- |
| **My old address**  (as appearing in the Company’s records) | **My current address**  (to be recorded by the Company) |
|  |  |

**Documents**

I/We am/are enclosing the following documents:

(Please tick the appropriate boxes and attach relevant documents)

1. **PAN Card**

(mandatory)

1. **Any One of the following:**
2. Passport
3. Voter Identify Card
4. Bank Statement

(not more than 2 months old)

1. Electricity / Telephone Bill

(not more than 2 months old)

1. Aadhar Card
2. Driving License

Yours faithfully,

Name of the First / Sole Shareholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone / Mobile no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Notes:**

1. The signature of the shareholder as appearing on the Form **must match** with the specimen signature on record with the Company.
2. The shareholder should submit self-attested copy of his / her PAN Card and any one of the supporting documents for the old and new address proof as mentioned under point no b(i) to b(vi) in the form.
3. The **signature**, **address** and **photograph** of the shareholder must be available in the two documents submitted.
4. The shareholder should also submit copies of share certificates in respect of the shares held by them.
5. Incomplete Form / Form with insufficient documents will **not** be treated as valid request.