

To,

Date:

The Company Secretary  
Ballapur Industries Limited  
First India Place  
Tower C, Block A  
Mehrauli Gurgaon Road  
Gurgaon - 122 002  
HARYANA

**RE : REQUEST FOR CHANGE OF ADDRESS**

Folio No. \_\_\_\_\_

Dear Sirs,

I/We \_\_\_\_\_ am / are  
the share holder (s) of Ballarpur Industries Limited and hold \_\_\_\_\_ shares  
under folio no. \_\_\_\_\_.

I / We wish to change my / our address in your records as per details given  
below:

NEW ADDRESS	OLD ADDRESS
Phone No.	
e-mail address:	

You are requested to kindly note the new address in your records and send all  
future correspondence at the said address.

Yours Sincerely

Signature of Sole / First Joint Applicant / Authorized Signatory (ies) / POA holder

Name of Signatory : \_\_\_\_\_

POA Registration No., if applicable \_\_\_\_\_

.....

kindly de-tach.....

**Note**

1. In case you have shareholding in the Company under multiple Folios. with common first holder, then one application can be sent, clearly mentioning all the folio nos.
2. Kindly write the new address in **BLOCK LETTERS ONLY**, clearly mentioning your area pin code.
3. The request letter should be signed by the sole / first joint applicant / authorized signatory(ies) (in case of Company / Trust / Body Corporate) / POA holder, as per specimen signature recorded with the Company.
4. In case of Company / Trust / Body Corporate, if the letter is signed by signatory(ies) other than those registered with the Company, then supporting Board Resolution / Authorization should be provided.
5. In case you also want your **Bank Particulars, Mandate** etc to be recorded / changed by the Company, kindly send us separate requests for the same.
6. In case you are holding shares in Electronic Form i.e demat form, the request for change of address has to be forwarded by you to your Depository Participant.