

To,

Date:

The Fixed Deposit Section  
Ballapur Industries Limited  
First India Place  
Tower C, Block A  
Mehrauli Gurgaon Road  
Gurgaon - 122 002  
HARYANA

**RE : REQUEST FOR CHANGE OF BANK PARTICULARS**

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

Dear Sirs,

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

Please find below my Bank Particulars / revised Bank Particulars / Mandate for  
your records:

Saving / Current A/c No.	
Bank Name	
Complete address of the Bank	
9 digit Branch Code as appearing on the MICR Band of the cheque supplied by your Bank	

You are requested to kindly note the above details and incorporate the same in  
all future dividend warrant(s) to be issued to me / us in respect of the captioned  
folio no(s). The said warrant(s) should be sent to my residential address

Or

You are requested to kindly note the above details and send all future dividend  
warrant(s) to be issued to me / us to the above mentioned bank.

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 bank details 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 are holding shares in Electronic Form i.e demat form, the request for change of bank particulars has to be forwarded by you to your Depository Participant.