

 **TRANS SCAN** END TO FINANCIAL WORRIES **TRANS SCAN SECURITIES PVT. Ltd.**

3A , AUCKLANG PLACE, 2<sup>ND</sup> FLOOR  
KOLKATA – 700 017

Tel : 033 –2281 2150 /51 , 22806318 Fax : 033 – 2283 6158

CIN No.-U67110WB1994PTC066343

**FORMAT FOR SIGNATURE CHANGE REQUEST BY CLIENTS IN DEMAT ACCOUNTS**

To  
The Demat Section  
Trans Scan Securities Pvt. Ltd.  
3A, Auckland Place  
2<sup>nd</sup> Floor  
Kolkata – 700 017

From : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUB : [ Sign Change Request In Demat Account(s) ]

Regarding Client ID \_\_\_\_\_ DP ID IN 302496

Dear Sir ,

With reference to the captioned subject I/We the undersigned request you to change the sign of the following persons in the demat account from the current signatures existing in the demat account (s).

**Request for change in signature is due to the following reasons ( mandatory – one to be ticked )**

- Due to convenience in signing.
- Medical Disability- medical certificate of practionier to be submitted in Original or Copy of original attested by branch medical official along with request letter.
- Unable to remember old sign – Notarised Affidavit as per format on a Rs.100/- stamp paper in lieu of inability to sign old signature.
- Others to be specified by client \_\_\_\_\_

| Name of Holders | Old Signature | New Signature |
|-----------------|---------------|---------------|
|                 |               |               |
|                 |               |               |
|                 |               |               |

### NEW ATTESTATION

To be attested by demat account holders bankers with seal and stamp of Bank and Official's sign confirming the new signature

Address of Bank:

Signed in Presence Of

( Name , Signature and Code of Bank Manager )

| New Signature of holder in front of the DP Official | Attestation By DP Official – Signed in my Presence |
|---|--|
|   | Signature<br><br>Name<br><br>Employee Code         |

### INSTRUCTIONS :

- Reasons for change in signature has to be mentioned.
- Proof of Identity and address of the holder should be duly attested
- Latest Transaction Statement of the demat account should be submitted.
- Demat account holder requesting the change in signatures should personally visit the Participant's Office and comply all formalities.
- All Details should be filled up in BLOCK LETTERS