

2004-0045 Procedure for changing the signature

Circular No. NSDL/PI/2004/0045

Date: January 7, 2004

Participants have been seeking clarification regarding the procedure for effecting change of signature of Clients. Participants are advised as follows:

1. The Client should make a request in writing specifying reasons for change in signature.
2. New signature should be duly attested by Client's banker.
3. Client should visit Participant's office personally and produce valid proof of identity as well as the latest transaction statement of its account.
4. In the presence of officials of Participant, Client should affix his/her new signature.
5. An authorised official of the Participant shall, under his signature, verify the identity proof with the proof and photograph that were furnished at the time of opening of account and thereafter, if found satisfactory, make necessary changes in its records.

For and on behalf of

National Securities Depository Limited

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S. Gopalan

Vice President