

Change of Address

If a shareholder wants to incorporate the change in his address then what procedure should he follow?

A request letter for updation of records need to be filled in giving the new address along with the Pin Code **(Mandatory)** and signed by the shareholder(s) (including all joint-holders) as per the specimen recorded with PNB Gilts Ltd. Also the folio number must be quoted for reference. Shareholders are also requested to furnish proof such as attested copies of Ration card/ Passport/Latest Electricity Bill/Telephone Bill/Lease Agreement etc., wherever possible.

[For request letter click here](#)

Can joint-holder(s) other than the first holder request for a change of address?

No. The request letter for updation of records should be signed by the first holder along with the signatures of the joint holders.

Can there be multiple addresses for a single folio?

No. There can only be one registered address for one folio.

If the shares are in electronic mode, what is the procedure for recording change of address?

Since the Depository Participant (DP) maintains the records of all the shares in electronic form, therefore any information pertaining to the change in address needs to be furnished to the respective DP. The said DP will then pass on this information to PNB Gilts Ltd. as and when required for dispatch of Annual Accounts, payment of dividend or any other communication.