



To : Datamatics Business Solutions Ltd.  
Plot no. B-5, Part B Cross lane, MIDC, Andheri (East) , Mumbai - 400093.  
Unit : HDFC Bank Limited

**Folio No, Name & address of the Shareholder**

**Note : Please read the instructions before filling up the form.**

Mere sending this letter should not be construed as our confirmation that the earlier signatures recorded with us, if any will be replaced with the fresh ones being submitted herewith. This will be done only after proper verification and our finding the same, to be in order, by sending a confirmation to you to the effect.

(2) Signatures should be verified only by your Bankers, and the verification must be complete in all respects. Letters which are not verified properly, as per instructions, will be rejected.

The Bank verifying this letter is requested to ensure that the account is on operation for a minimum period of 6 months

**Submission of details for CHANGE OF SPECIMEN SIGNATURE**

Please mention Folio no.: HB	Sign Vertically within box	Verification of signature by Bank
Name and address of the Main Shareholder which should match with our records ----- ----- Bank a/c. no. of the main Shareholder ----- ----- Email address of the Shareholder ----- Contact No of the shareholder :-		Name & Address of the Bank under its official seal and Stamp :          Name, Signature, Designation & Emp Code of the Attesting Authority under its Bank Seal and Stamp
----- ----- Second Shareholder Name : ----- Bank a/c. no. of the second shareholder		Name & Address of the Bank under its official seal and Stamp :          Name, Signature, Designation & Emp Code of the Attesting Authority under its Bank Seal and Stamp
----- ----- Third Shareholder Name : ----- Bank a/c. no. of the Third shareholder		Name & Address of the Bank under its official seal and Stamp :          Name, Signature, Designation & Emp Code of the Attesting Authority under its Bank Seal and Stamp

**D. FOLLOWING DOCUMENTS TO BE SUBMITTED ALONGWITH THIS Letter:**

1. Self attested copy of PAN of all the holders
2. Copy of Passport / Election voter card of the shareholder, whose fresh signatures is to be recorded.
3. Cancelled Cheque leaf having the First holders Bank account number

Before signing affix Rs 100/- Special Adhesive Stamp here.

**AFFIDAVIT FOR CHANGE OF SIGNATURE**

I/We \_\_\_\_\_ S/d/o \_\_\_\_\_ aged .....  
 and \_\_\_\_\_ S/d/o \_\_\_\_\_ aged .....  
 and \_\_\_\_\_ S/d/o \_\_\_\_\_ aged .....

Residing at \_\_\_\_\_ &  
 \_\_\_\_\_ &

Solemnly affirm and declare in favor of **HDFC Bank Limited** whose registered office is situated at HDFC Bank House, Senapati Bapat Marg, Lower Parel ( West ), Mumbai 400013

1. That I/We am/are the sole/ joint holder(s) of number of equity shares in HDFC Bank Limited as detailed below :

Folio No.	No of Shares	Certificate no.	DNRs From	DNRs To

- That I / We am / are residing at the above address and have not changed my / our address in the past 3 years (In case there has been a change in address the investor should furnish details).
- That the above shares were acquired by me / us out of my / our own investment / funds against allotment in Public Issue / allotment upon amalgamation / allotment upon sub division or acquired from the market in the year (s) \_\_\_\_\_.
- That my/ our signature/s might have changed / altered by passing of time and therefore I/ We have to request the Bank to treat my / our signature /s as per the records currently maintained with company as cancelled.
- That my / our specimen signature/s given below be taken on record in respect of my / our holdings of securities in the Bank as mentioned in Para 1 in place of my / our existing signature/ s in the Bank's record.
- I / We hereby affirm that I /We shall not hold the Bank or its Agents anyway responsible for any consequences that might occur directly or indirectly on account of the Bank or its Agents acting on our request herein stated by replacing the signature /s in the Bank's records and for the consequential acts / deeds by the Bank / its agent.
- I / We hereby further affirm that the Transfer Deeds for sale of securities bearing my / our signatures as appended herein below if any can be taken as validity executed by me / us for all purpose and intents of transferring the ownership of securities held by me / us under the folios as stated in Para 1 above.
- I/We hereby affirm and state that I/We have not signed any transfer deed earlier at any time with our earlier signature.
- This Affidavit is executed in favor of the Bank / its agent on my / our own volition and is in the form as required by the Bank / its agent forwarded to me / us vide its letter No . \_\_\_\_\_ dated.

**VERIFICATION**

**I/ We solemnly affirm that the statement contained in the above paragraphs are true to the best of my / our knowledge. Information and better and that nothing material has been concealed from being disclosed.**

Solemnly declared and affirmed on  
 Identification at \_\_\_\_\_ On this \_\_\_\_\_ day of 20 17-

**Deponents i.e Name(s) and Specimen Signature(s) of the shareholders**

- \_\_\_\_\_ Specimen signature \_\_\_\_\_
- \_\_\_\_\_ Specimen signature \_\_\_\_\_
- \_\_\_\_\_ Specimen signature \_\_\_\_\_

**Executed before me under Stamp , Signature and Date of the Notary Public \_\_\_\_\_**

**INSTRUCTIONS:**

- Affidavit should be executed on stamp paper of Rs 100/- as per the format furnished/ affixed with special adhesive stamps and
- Affidavit is to be executed by all the existing holders. Where the change in signature is only relating to one of the holders, other joint holder also sign the affidavit.