

Date:

From: _____ (pls mention full name and address)

To,
M/s Computech Sharecap Limited
147 M G Road, Fort, Mumbai- 400 023.
Tel: 22635000/5001
Unit: Godrej Consumer Products Ltd.

Dear Sir,

Sub: Change in name on the Share Certificate(s)

I am a shareholder of the above Company holding shares under **Regd. Folio No.**.....

I would like to get my name changed in the records of the Company and on the Share Certificate(s). Please find enclosed herewith the following documents for the purpose:

1. **Notarized copy*** of the following documents in new name in support of Proof of Identity and address

a.	Proof of Identity	Pan Card
b.	Proof of Address	Aadhar Card/Passport/Driving License/Voter ID Card And Any one of the following document viz.. a. Electric Bill (Not Later than 3 months) b. Landline Telephone Bill (Not Later than 3 months) c. Bank Statement/ Bank Pass Book authenticated by the Bank (showing transactions of last 6 months)

2. Original share certificate(s).

3. **Notarized copy*** of Gazette Notification showing change in name OR **Notarized copy** of Marriage Certificate (if change of name is pursuant to marriage).

*** Notarized copy should consists the notary stamp and seal, date of the notarizing the document and the registration serial number of the notary.**

Personal E-Mail ID for all the future communications from the Company (Hard copy will be given whenever any request is made to the Company)	
Contact No.	

Thanking You,
Yours Truly,

(Signature of First/Sole shareholder)

(Signature of Joint Holder 1)

(Signature of Joint Holder 2)

Encl.: As Above