

**Change of Address - Request Letter**

To,

MCS Ltd.  
(Unit- PNB Gilts)  
F-65, 1st Floor  
Phase – I, Okhla Industrial Area  
New Delhi – 110 020

Folio No. :- \_\_\_\_\_

Dear Sir,

Please update my new address as mentioned below in your records.

**New Address:** (Write New address in capital letters with name of the first holder)

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Pincode .....

Tel No: / Mobile No. ....

Email ID .....

**My old Address as per your records was as below**

(Give old address for the purpose of verification at our end)

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I/We hereby certify that the particulars given above are true to the best of my knowledge and all future communication related to my holding in the company should be sent to my new address.

Holder(s) Signature(s)

**(It is suggested that all shareholders should sign the letter and in case the signatures are the not same as registered with us, please get the signatures attested from Bank Manager)**

**Please Note :**

**Above form should be sent to us only in case you are holding shares in physical mode. In case you have Electronic holding of Shares, this form needs to be submitted to your Depository Participant (D.P.).**