

Request letter to be submitted by the Client to the Participant for minor correction in name of the account holder in demat account.

To,

MARWADI SHARES AND FINANCE LIMITED
 "Marwadi Financial Plaza",
 Nana Mava main Road,
 Off 150ft Ring Road,
 Rajkot-36001

Date	D	D	M	M	Y	Y	Y	Y
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Madam / Dear Sir,

I hereby request you to correct my name in the following demat account held with you:-

1. Account Number

DP ID	I	N	3	0	0	9	7	4	Client ID							
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2. Reason for minor correction (please tick any one)

- Expansion of initials Addition of middle name
 Abbreviation to initials Correction of spelling mistakes

3. I hereby declare that the above specified reason for correction in name in my demat account is not on account of change in name due to marriage, divorce, Court order, numerology or any other reasons.

4. Name as should be recorded in my demat account

Present Name	
Correct name	

5. Specify the proof of identity submitted

- PAN card AADHAAR card Passport Driving Licence
 Voter's identity card issued by the Election Commission of India Job card issued by NREGA

6. Signature of Client (In case of joint account, request must be signed by the Client in whose name change is required)

Name of the Client	Signature

Encl.:

- Proof of Identity must be self attested & "Verified with Original" stamp by MSFL Official
- **C-KYC form required (with PAN + Add proof)**

Annexure B

Examples of where minor correction of name may be facilitated and may not be facilitated

A. Where minor correction of name may be facilitated

Sr. No.	Name in demat account	Name to be updated in demat account
1	R. S. Shah	Ramesh Sunder Shah
2	Ram Sevak Sharma	R. S. Sharma
3	Paresh Patil	Paresh Dashrath Patil
4	Sridhr Srinivasarao	Sridhar Srinivasarao

B. Where correction of name will not be facilitated

Sr. No.	Name in demat account	Name to be updated in demat account
1	Paresh Patil	Paresh Patel
2	Sunita Mukesh Gaikwad	Sunita More
3	P. S. Shah	S. P. Shah
4	Shekhar Rajan M	Rajan Shekhar P
5	Ram Kumar Sheth	Ram Kumar

In case, an individual changes the spelling of its name for any reason including for numerology, etc., it will be considered as a change in name, and not a correction in name.

Note:

A. **Along with one of the following documents as proof of identity**, which carries the correct name?

- * PAN card
- * AADHAAR card
- * Passport
- * Driving License
- * Voter's identity card issued by the Election Commission of India
- * Job card issued by NREGA

B. Minor correction in name is one that is obvious, easily explainable, and raises no doubt that the name pertains to the same individual. Minor correction in name would include the following types of cases:

Correction of spelling mistakes, if any.

Expansion of the name by incorporating the fully expanded name and/or inclusion of the middle name.

Abbreviation of name.