

(To be provided on the Letterhead of the company)

Date:

To,
Central Depository Services (India) Limited
16th Floor, P J Towers
Dalal Street, Fort
Mumbai 400 001.

Sub: Change in Director of the Company.

Dear Sir,

With reference to the captioned subject we request you to take following information on your records.

| Sr. No. | Particulars | | |
|---------|-----------------------|-------|-----|
| 1. | DP ID | | |
| 2. | Name of the DP | | |
| 3. | SEBI Registration No. | | |
| 4. | Validity | From: | To: |

5. Detailed proposal –

a) Details of Directors Before and After Change:

| Sr. No. | Name of the Directors (Before Change) | Name of the Directors (After Change) | Reason for Change (Appointment / Resignation / Other Reason) |
|---------|---------------------------------------|---|--|
| 1. | | Note: For appointment of Directors please provide the documents / undertaking as mentioned in Annexure-I | |
| 2. | | | |
| 3. | | | |

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6) Details of Directors Pursuant to Change:

| Sr. No. | Name, Age & Educational Qualification | Office and Residential Address | Date of Appointment as a Director | Experience in Financial Services and Capital Market Industry (No. of Years) | PAN |
|---------|---|--|-----------------------------------|---|-----|
| 1. | <i>e.g. Mr./Ms. First Name / Middle Name/ Last Name/ Age (Years)___ Educational Qualification</i> | Off:_____ _____ Res:_____ _____ | | | |
| 2. | | | | | |
| 3. | | | | | |

Name of Director / Authorized Person <*designation*>
(Stamp & Sign)

Encl.: Certified copies of PAN Card of the new/ incoming Director(s), undertakings and other details as called for in Annexure-I.

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Annexure – I

Following Documents / Undertaking are Required to be Submitted for New Incoming Directors:

1. **Certified copies** of PAN Card of the new/ incoming Directors.
2. Please arrange to submit the details of the incoming director's i.e. DIN No., signature and latest photograph. (refer Annexure - II)
3. Following undertaking on the letterhead of the company duly stamped & signed in case of appointment of a director.
 - a) *<Name of the incoming director>* is not involved in any litigation connected with the stock/securities market which has an adverse bearing on the business of the applicant; or has at any time been convicted for any moral turpitude or found guilty of any economic offence.
 - b) *<Name of the incoming director>* is not expelled, barred or suspended by any of the regulatory authority.
 - c) No enquiry/ adjudication/ prosecution or any other action is/ was, at any point of time, initiated by SEBI and/ or any other regulatory authority against *<Name of the incoming director>*
 - d) "...We have verified the database of SEBI for prosecution and vanishing companies. We have also verified database of RBI on defaulters. We hereby state and undertake that there is/ was no any action that has been taken/ initiated by SEBI or any other regulatory authority against the incoming directors *<viz. name of the directors>*."(For point no. (d) please verify the Prosecution Database and Vanishing Companies Database on SEBI website (i.e. www.sebi.gov.in) and verify RBI database on defaulters. You may visit the website of Credit Information Bureau (India) Ltd. (i.e. www.cibil.com)

If any of the above mentioned action/s or any other penal actions has/have been initiated/ taken against any of the said individuals/ persons/ entities during any period by SEBI and/or any other regulatory authority kindly submit the details in Annexure-III.

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Annexure –II

| Sr. No. | Name of the Director | Director Identification No. (DIN) Issued by Ministry of Corporate Affairs | Signature | Recent Passport size Photograph of the Director (not more than six months old) |
|--------------------|-----------------------------|--|------------------|---|
| 1. | | | | Affix the Photograph of the Director with signature across |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

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| Sr. No. | Name (against whom action taken / initiated by SEBI/ RBI or any other regulatory authority) | Details / description of the action taken / initiated by SEBI/ RBI or any other regulatory authority | Status/ Corrective steps taken |
|---------|--|---|--------------------------------|
| 1 | | <i>If no action has been taken / initiated by SEBI/ RBI or any other regulatory authority then mention as 'No action taken / initiated'</i> | |
| 2 | | | |