Covering letter for Request for change in Subscriber Signature / Photograph
(To be submitted by DDO in duplicate on official stationery)

To NSDL CRA,

From: ___________________________ Date: ___________________________

DDO Registration Number:
DDO Name and designation:
DDO’s contact No.:

Enclosed please find ______ (in words) number of request from Subscribers for
Change in Signature and / or Change in Photograph.

I the authorized signatory, have verified the change request and declare that what is
stated is correct and complete.

Yours faithfully,

_____________________________
Signature/Name of authorized signatory
Stamp of DDO

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Instructions:
1. This covering letter is to be provided by the DDO along with the Request for Change
   in Subscriber Signature and/or Photograph.
2. Please quote the correct DDO Reg. No. allotted by CRA. The change request forms
   are liable to be rejected if incorrect DDO Reg. No. is mentioned.

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