

**TSR DARASHAW PRIVATE LIMITED**

6-10 Haji Moosa Patrawala Industrial Estate, 20 Dr. E. Moses Road, Near Famous Studio, Mahalaxmi, Mumbai – 400 011  
Tel 91 22 6656 8484 Fax 91 22 6656 8494 e-mail csg-unit@tsrdarashaw.com website www.tsrdarashaw.com  
Business hours Monday to Friday 10.00 a m to 3.30 p m

USE FOLLOWING FORM, AS AND WHEN REQUIRED, TO HELP US ATTEND TO YOUR QUERIES.  
USE ONE FORM FOR EACH COMPANY. PLEASE RETURN THIS FORM TO THE ABOVE MENTIONED ADDRESS.

**QUERY FORM**

Dated : \_\_\_\_\_

TO,

FROM, (Mention Name and **Current** Address)

TSR Darashaw Pvt. Ltd.

UNIT : \_\_\_\_\_

FOLIO NO. : \_\_\_\_\_

FDR NO.: \_\_\_\_\_

CONTACT NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

REQUEST/QUERY (PLEASE TICK WHATEVER APPLICABLE)

**REQUEST FOR**

- ☐ CHANGE OF ADDRESS  
(attach copy of new address proof viz., Voter id/ Passport/ Aadhaar card duly attested by Bank Manager / Notary public)
- ☐ CHANGE IN BANK DETAILS  
(attach copy of cancelled cheque)
- ☐ NAME CORRECTION FROM \_\_\_\_\_ TO \_\_\_\_\_  
(attach copy of photo id proof viz., Pan card/ Voter id/ Aadhaar card)
- ☐ CHANGE IN STATUS FROM \_\_\_\_\_ TO \_\_\_\_\_
- ☐ LOSS OF SECURITIES  
(details of securites in your possession \_\_\_\_\_)
- ☐ REVALIDATION

**NON RECEIPT OF SECURITIES SENT FOR**

- ☐ TRANSFER
- ☐ NAME DELETION / TRANSMISSION / TRANSPOSITION / AMALGAMATION
- ☐ NAME CORRECTION
- ☐ EXCHANGE / SUBDIVISION
- ☐ SPLIT / CONSOLIDATION / RENEWAL
- ☐ CHANGE IN NAME OF COMPANY
- ☐ CALL MONEY ENDORSEMENT

**NON RECEIPT OF**

- ☐ DIVIDEND YEAR(S) \_\_\_\_\_
- ☐ SECURITIES AFTER CONVERSION
- ☐ BONUS SHARES
- ☐ RIGHT SHARES
- ☐ INTEREST YEAR(S) \_\_\_\_\_
- ☐ REPAYMENT
- ☐ FIXED DEPOSIT RECEIPT
- ☐ TAX DEDUCTION CERTIFICATE (FORM 16A)

NOTE / OTHER QUERIES NOT SPECIFIED ABOVE TO BE DETAILED BELOW -

ENCLOSURE(S)

SPECIMEN SIGNATURE(S)