

# Documents Required for Change of Correspondence Address

## **Individual:**

- Request Letter duly signed by Applicant(s) / Email/ Portal Request
- Self attested Copy of Address proof i.e. electricity/water/telephone/mobile bill/Ration Card/Aadhar Card  
Self Attested copy of ID proof (Mandatory)

## **Proprietorship Firm:**

- Request Letter duly signed from Customer (Proprietor)
- Self attested Copy of Address proof i.e. electricity/water/telephone/mobile bill  
Self Attested copy of Company Pan Card

## **Hindu undivided Family (HUF):**

- Request Letter duly signed from Customer (KARTA) ,
- Self attested Copy of Address proof i.e. electricity/water/telephone/mobile bill  
Self Attested copy of ID proof (Mandatory)

## Partnership Firm:

- Request Letter duly signed by Authorized Partner,
- Self Attested Address Proof e.g. Govt. Documents which mention Address
- Revised Partnership Deed

## Company:

- Request Letter from Company duly signed by Authorized Signatory
- Form 18 & ROC FEE Receipt,
- Copy of Board Resolution,
- Intimation Letter from Company about the Change in Address
- Additional necessary documents:
  - In case of change of address outside the local limits but within the state - copy of special resolution and form 23 is also required.
  - In case of change of address outside the state - copy of special resolution, form 23, copy of confirmation by Company Law Board(CLB), copy of notice in daily newspaper (regional language and English) is also required.