

## DECLARATION FROM ISSUER COMPANY

Date –

To –

**Central Depository Services (India) Limited**

A Wing, 25th Floor, Marathon Futurex

Mafatlal Mills Compounds

N M Joshi Marg, Lower Parel (E)

Mumbai – 400 013

Dear Sir,

**Sub: Change of Registrar & Transfer Agent**

As per the resolution passed in the meeting of Board of directors held on <DD-Mon-YYYY>, we have submitted the request to change our Registrar and Transfer agent from <Name of the old RTA> to <Name of the new RTA>.

We hereby declare that we will be responsible for the smooth and complete handover of all records from our old RTA i.e. <Name of the old RTA> to our new RTA i.e. <Name of the new RTA>. We shall ensure that complete register of member database in electronic and physical form along with requisite documents is provided by old RTA to our new RTA and that the same is in order.

We also declare that we shall be responsible for redressing all the grievances/ complaints arising due to change of RTA and as per clause 24.1 of tripartite agreement, we will redress all the complaints and grievances against our Company within thirty days of receipt of the same.

for <Name of the Issuer Company>

(Authorized Signatory)

duly signed & stamped