

**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**

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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