

Date: [DD/MM/YYYY]

To

Frontline Securities Limited
B-22, Sector 4, Noida -201301

Subject: Request for Updation of Bank Account Details in Shareholder Records

Dear Sir/Madam,

I, **[Your Full Name]**, holding **[Number of Shares]** equity shares in your company in physical form under **Folio No: [Your Folio Number]**, Share Certificate Number: [Your Certificate Number] hereby request you to kindly update my email Id and Phone Number and bank account details in your records for the purpose of receiving future dividends and other related payments directly into my bank account.

1. My bank account details are provided below:

Name of the Shareholder: [Your Name]
Folio Number: [Your Folio Number]
Bank Name: [Your Bank's Name]
Branch Name & Address: [Branch Address]
Bank Account Number: [Your Account Number]
Account Type: [Savings / Current]
IFSC Code: [Your IFSC Code]
MICR Code (if available): [Your MICR Code]

2. Update Email Id and Phone Number as provided below :

Email Id :
Phone No :

I am enclosing the following self-attested documents for your reference and records:

1. Copy of PAN card
2. Cancelled cheque leaf with pre-printed name and account number
3. Latest bank statement / passbook copy (not older than 3 months) showing my name, account number, and IFSC

Kindly update the above bank account details in your records and confirm the same. I shall be grateful for your assistance in this matter.

Thank you.

Yours faithfully,

[Signature]
[Your Full Name]
[Your Address]
[City, State, PIN Code]