

From

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Date:

Effective Management Consultants
27/859, Amarjyoti CHS Ltd
Tagore Nagar, Vikhroli (East)
MUMBAI 400 083

Sir:

Sub: Notice for change of details

Please note the changes in my status (conveyed to you earlier) as under.

- ☐ Change in name - attached government gazette copy
- ☐ Change in telephone / email – no document needed
- ☐ Change in address – attached resident proof
- ☐ Change in marital status – attached marriage certificate
- ☐ Change in Bank Account – attached copy of cancelled cheque
- ☐ Change in nomination – attached nomination form / letter
- ☐ Any other (please mention) – attaching
document for the same.

This is for your information and noting the changes in your records.

Thank you.

Yours truly,

Signature:

(Name:)