To,

Please paste your recent colour photograph.

Head of Department

Directorate of Membership

The Institute of Company Secretaries of India

‘ICSI House’, C-36, Sector – 62,

Noida - 201309

Sir/Madam,

I hereby apply for the change in the name/surname in the record of the Institute. The required particulars are furnished below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Reason for changing/correction in name | | |  | |
|  | Membership No. | | |  | |
|  | Existing Name in ICSI Database  *(in capital letters)* | | First Name |  | |
| Middle Name |  | |
| Last Name |  | |
|  | New Desired Name  *(in capital letters)* | | First Name |  | |
| Middle Name |  | |
| Last Name |  | |
|  | Have you ever changed your name?  If yes, provide details | | |  | |
|  | Documents in support of desired new name/updated name | | | Please attach documents.  Name in supporting documents should be exactly matching with the desired new name, otherwise it will be rejected | Document No |
|  | PAN Card\* (new name) | | | Yes / No |  |
| PAN Database\* | | | Yes / No |  |
| Marriage Registration Certificate \* (in case of marriage) | | | Yes / No |  |
|  | Aadhar Card | | | Yes / No |  |
| Voter ID Card | | | Yes / No |  |
| Passport | | | Yes / No |  |
| Bank Passbook | | | Yes / No |  |
| Gazette Notification & Newspaper advertisement | | | Yes / No |  |
| Affidavit (in original) | | | Yes / No |  |
|  | Declaration | I solemnly declare that information stated above and the enclosures are true and correct to the best of my knowledge and belief. I am solely responsible for its accuracy.  I also confirmed that, my residential and professional / organisational details, email address and mobile number available in ICSI records is updated. | | | |

*\* PAN/PAN Database and any one other document given above in S. No 8 in support of desired new name are mandatory*

Signature / Digital Signature Date: Place: