

**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**

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**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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