

# Format for reporting Change of Address

From: .....

Date: .....

To  
The Company Secretary  
Kotak Mahindra Bank Limited  
36-38A, Nariman Bhavan,  
227, Nariman Point,  
MUMBAI 400021

Madam,

**Subject: Change of address for Folio No.KMF 000000**

Please note the change in my address as given below :

Address: .....  
.....  
.....  
.....  
.....

Request you to kindly change the same in your records for the above mention folio at the earliest under intimation to me.

Yours faithfully,

.....  
**Share Holders Signature**