

Application for Change of Correspondence Address

To
The Chief Manager(RL)
DSI IDC,
419, Udyog Sadan,
Patparganj,
Delhi-110092.

Dated: _____
Application No. _____
Mobile No. _____
E-mail _____

Sub: Application for change of correspondence address.

Sir,

I/we applied for allotment of plot under Relocation Scheme and my correspondence address has been changed; now you are requested to change my correspondence address as per details given below in your record:

1.
(a) Old Correspondence Address : _____

- (b) New Correspondence Address : _____
(to be updated in data base) _____

2. Application No. : _____
3. Name of Firm : _____
4. Name of Applicant/Partner/
Proprietor/Director : _____

5. Voter Card/Aadhar Card/
Driving License/Passport No. : _____
(Copy enclosed)
(tick (√)whichever is applicable)

Note: 1. Self Attested photocopy of Voter Card/Aadhar Card/Passport/Driving License etc. as a proof of address may be enclosed with the application.

2. All details should be written in a neat & clean way or in typed written form.

Yours faithfully,

Sign. of the Prop./Partner(s)/Director(s) (with stamp of firm)
for & on behalf of firm M/s. _____

| | Name | Signature | Mobile No. |
|----|------|-----------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |