

To
The CEO, Shrot Parichalan Saccos

Date [YY-MM-DD in BS] 208...../...../.....

Subject: Request for Change in Signature and Other Particulars Details.

Dear Sir/Madam,

I/we hereby request you to make the following updates in my/our know your member (KYM) details as outlined below. These changes are requested for correction and record accuracy purposes.

Member Information

- **Member Name:***First* *Middle* *Last*
- **M.N (Profile ID):**

Details of Changes Requested [If the field is not required, please indicate with a dash (-) or a cross (X).]

Particulars	Old Information	New Information	Reason for Change
Signature sample <i>Sample here</i>	<i>Signature card update mandatory</i> <i>Sample here</i>	
Mobile Number			
Citizenship Full Name			
Citizenship Number			
Citizenship Issue Date			
Permanent Address [R.Municipality/Municipality-Ward no , Tole Name, District]			
Temporary Address			
Nominee Name			
Nominee Relationship			
Nominee Citizenship Number			

Sincerely,

Update & Kym attach by

Date 208...../...../.....

Sign & Document Verified by

Date 208...../...../.....

Member Current Signature

Date (YY-MM-DD) 208...../...../.....

Particulars	Old Information	New Information	Example Reason for Change
Signature	(Old Signature)	(New Signature)here and update New Signature Card mandatory	Updated personal signature
Mobile Number	[Old Mobile Number]	[New Mobile Number] owner verification	Changed contact number
Citizenship Full Name	[Old Name]	[Corrected Name] New documents attach	Correction as per official ID
Citizenship Number	[Old Citizenship No.]	[New Citizenship No.] New documents attach	Reissued / Corrected
Citizenship Issue Date	[Old Date]	[New Date] New documents attach	New citizenship issued
Permanent Address [Rural Municipality/Municipality-Ward no , Tole Name, District]	[Old Permanent Address]	[New Permanent Address] New documents attach	Shifted residence / update as per documents
Temporary Address	[Old Temporary Address]	[New Temporary Address]	Changed current living location
Nominee Name	[Previous Nominee Name]	[Updated Nominee Name] New documents attach	Updated due to family reason/Divorce
Nominee Relationship	[Old Relationship]	[New Relationship] New documents attach	Corrected / updated detail
Nominee Citizenship Number	[Old Nominee Citizenship No.]	[New Nominee Citizenship No.] New documents attach	Nominee update