

**Covering letter for DDO Registration Application Forms  
(To be submitted by PAO in duplicate on official stationery)**

To NSDL CRA,

From:

Date:

PAO Registration Number:

PAO Name:

Pr. AO Name:

PAO's contact No.:

Enclosed please find DDO Registration Forms from the respective DDO's for the purpose of registration in the CRA system. The details of the DDO are as listed below

Sr. No.	Name of the DDO office	Name of the Department
<b>Total Number of Forms Attached:</b>		

I the authorized signatory do hereby declare that what is stated above is correct and complete.

Yours faithfully,

\_\_\_\_\_  
Stamp/Signature/Name of authorised  
Signatory of PAO

\_\_\_\_\_  
Acceptance Date and Stamp of CRA

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**Instructions:**

1. This covering letter is to be provided by the PAO along with the DDO registration form.
  2. Details of DDO should be same as mentioned in the application forms.
  3. The application forms should be arranged in same order as mentioned in the covering letter.
  4. The form should be submitted at **Central Recordkeeping Agency**, NSDL, 4<sup>th</sup> Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013.
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