

Date :

To :

Sub : Intimation Regd. Change of address / Contact No .  
Ref : Separation from RINL / VSP w.e.f. \_\_\_\_\_.

Consequent upon my superannuation from RINL this would be my address for communication :

Address :

Contact Number :

I shall communicate to you about the change in my address for communication from time to time .

Signature:  
Name :  
Emp. No :  
Post held :  
Department :  
Date of Separation :

Date :

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Ref : Superannuation from RINL / VSP on \_\_\_\_\_.

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Signature:  
Name :  
Emp. No :  
Post held :  
Department :  
Dt. of Superannuation :

Date :

To :

Sub : Intimation Regd. Change of address / Contact No .  
Ref : Superannuation from RINL / VSP on \_\_\_\_\_.

This is to inform you about the change in my address particulars which are as under :

Old Address :

New Address(w.e.f.) :

Contact No :

Please make a note of my new address for communication in your records. Any correspondence pertaining to me can be sent to the above mentioned address .

Signature:

Name :

Emp. No :

Post held :

Department :

Dt. of Superannuation :