

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

To NSDL CRA,

From:

Date:

PAO/CDDO Registration Number:

PAO/CDDO Name:

Pr. AO Name:

PAO's / CDDO'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
Total Number of Forms Attached:		

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/ CDDO

Acceptance Date and Stamp of CRA

Instructions:

1. This covering letter is to be provided by the PAO/CDDO 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, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013.
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