

NOTICE

Dear Parents 18.01.2020
Kindly be informed that you are requested to submit a printed application in duplicate, mentioning your **Permanent Residential address** and the current address in case it is not the same as the permanent address. In the likelihood of a change of residence kindly mention the new address and a tentative date of shifting.

You are also required to submit your **PAN** number. The **Residential address** and **PAN** number must be mentioned in bold type in the application to be submitted and duly signed by both the parents. Please follow the given format.

Sr Veena D’Souza

.....
The Principal
St Joseph’s Convent School
Civil Lines
Bathinda

Dated:

Subject: Details of Residential Address and PAN number.

Respected Sister

We, Mr Mrs parents
of hereby make known that our name and
residential address is
.....

PAN number (Father):

PAN number (Mother):

Our Current Residential address is the same as Permanent Address (Yes/No)
Our Current Residential Address is
.....

We shall be moving into a different locality within months.
(Write NA in fields that are not required)

Yours sincerely

(Signature of father)

(Signature of mother)