



**Sri Ananda Vinayakar Charitable Foundation
Madhya Kailas**

1, Sardar Patel Road, Taramani Post, Chennai 600 113. Tel: 2235 0859, 2230 0936.
Email: madhyakailash@yahoo.co.in **Website:** www.madhyakailas.org

Annexure - II

Change of Nominee / “Contact Person in Case of Need” by Kartha:
{point 10(ii) and 12 of terms and conditions}

From: (**Kartha's** Name and Address with contact nos.)

Date: _____

To:

The Secretary
Sri Ananda Vinayakar Charitable Foundation
1, Sardar Patel Road, Taramani Post
Chennai - 600 113.

Dear Sir,

Sub: Pithru Kattalai (Annual Annadaanam) in the name of _____.

Ref: Pithru Kattalai Registration Number: _____.

In respect of the above-referred Pithru Kattalai, I had earlier nominated Mr. / Ms. _____ who is my _____ (Relationship) as my nominee to avail the facility of performing Pithru Karma down the generation / as my “Contact Person in case of Need”. The **above nomination** may please be treated **as cancelled** and the following **fresh nomination be accepted** until further communication from my end.

Name of the **New nominee / New “Contact Person in case of Need”:**

Nature of relationship:

Address / contact Numbers:

I agree to be the nominee as
desired by the Kartha

(Signature of New Nominee/“Contact Person
in case of Need)

Thanking you,

Yours faithfully,

(Kartha)



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Annexure -III

Declaration by NOMINEE {point 10(v) of terms and conditions} to confirm the demise of the Kartha and request to perform Pithru Karma in memory of the deceased Kartha under the facility of "Down the Generation":

From: (Name and Address with contact Nos.)

Date: _____

To:

The Secretary
Sri Ananda Vinayakar Charitable Foundation
1, Sardar Patel Road, Taramani Post, Chennai - 600 113.

Note: Please tick the appropriate clause

Dear Sir,

Sub: Pithru Kattalai Registration Number: _____.

My Father / Mother / Husband (Name) _____ instituted the above Pithru Kattalai.

I regret to inform you that **my Father / Mother / Husband**, being the Kartha under the above mentioned Pithru Kattalai document, passed away on _____ (English date) relevant to (Tamil Month): _____ (Paksham): _____ (Thithi): _____.

I request you to:

- 1) Make necessary changes in your records to enable me to perform Pithru Karma in favour of _____ (Name of the deceased Kartha) being my _____ (Relationship), from _____ (after completion of one year from the date of demise of the previous Kartha).
- 2) I request you to favour me with a fresh set of documents for my records.
- 3) I enclose the **Declaration / Undertaking / Nomination**.
- 4) I enclose a DD/Cheque for Rs.250/- for Processing/Documentation charges.

The Archanai may please be performed in favour of (New Kartha's name): _____

Gothram: _____ Nakshatram: _____ Raasi: _____.

Thanking you,

Yours faithfully,

(Nominee)

Revised Vargam Details are as follows:

PITHRU VARGAM		MAATHRU VARGAM	
P1.	_____	M1.	_____
P2.	_____	M2.	_____
P3.	_____	M3.	_____



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Annexure - III (a)

**Declaration / Undertaking / Nomination by Kartha
(2nd generation onwards)**

{point 10(i) of terms and conditions}

From: (Name and Address with contact nos.):

Date: _____

To:

**Note: Please tick the
appropriate clause**

The Secretary
Sri Ananda Vinayakar Charitable Foundation
1, Sardar Patel Road, Taramani Post
Chennai - 600 113.

Dear Sir,

Sub: Pithru Kattalai in memory of my _____ (Relationship).

Ref: My application-dated _____.

I confirm having read the terms and conditions related to the Pithru Kattalai (Annual Annadaanam) being conducted by your charitable foundation and I hereby agree to abide by the various terms and conditions stipulated therein.

I have furnished the names of my spouse and children, in the prescribed format, in the enclosure. I hereby nominate Mr./Ms. _____ who is my _____ (Relationship), to avail the facility of performing Pithru Karma down the generation, at the appropriate time.

The consent letter of the nominee is enclosed / will be forwarded in due course.

I am **NOT NOMINATING**, though I am entitled to nominate, any of my relatives to avail the facility of performing Pithru Karma down the generation.

I am a bachelor/unmarried person. I may be permitted to nominate a person of choice in due course of time.

I am a bachelor. Though I can nominate, because of my age I am not nominating anyone.

The “Contact person in case of need” vide point 12 of Terms and Conditions, will be:

Name:

Nature of Relationship:

Address & Contact numbers:

I request you to make necessary changes in the Pithru Kattalai as per details furnished in Annexure III, and mail the relevant documents to me at the earliest.

Thanking you,

Yours faithfully,

Name & signature of Kartha

Date:

Place:

<u>Details of family members: (of Kartha)</u>				
Sl. No.	Name	Age	Nature of Relationship	Mailing Address



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Consent Letter from Nominee [Annexure-III (a) continuation]

From : (Only Nominee's Details)

Date:

Name _____ **Age:** _____

Nationality: _____ **Country of Origin:** _____

Gender _____ **E-mail:** _____

Phone(R): _____ **(Mobile):** _____

To

The Secretary

Sri Ananda Vinayakar Charitable Foundation

1, Sardar Patel Road, Taramani Post, Chennai 600 113.

Dear Sir,

Subject: PITHRU KATTALAI (Annual Annadaanam) - Regn. No. _____

I understand that Mr./Ms. _____ who is my _____ (Relationship), is a beneficiary under "Down the Generation Scheme", and that he/she has been permitted to perform Pithru Karma in memory of late Mr./Ms. _____ for which I have now been nominated to avail the benefit of "Down the Generation" facility as per your scheme.

I hereby agree to be the nominee. I also confirm that I have gone through your terms and conditions governing the Pithru Karma scheme and I accept the same.

Thanking you,

Yours faithfully,

(Nominee)



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Annexure - IV

**Intimation / declaration of demise of Kartha by the “Contact person in case of Need”
(point 12 of Terms & Conditions):**

From: (Name and Address with contact nos.)

Date: _____

To:

**Note: Please tick the
appropriate clause**

The Secretary
Sri Ananda Vinayakar Charitable Foundation
1, Sardar Patel Road, Taramani Post
Chennai - 600 113.

Dear Sir:

Sub: Pithru Kattalai Registration Number _____.

The subject Pithru Kattalai was instituted by Mr. / Ms. _____ who was
my _____ (Relationship).

I regret to inform you that Mr. / Ms. _____ has since passed
away on _____.

You may kindly note the same for your records.

Thanking you,

Yours faithfully,

(Name)



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Annexure - V

Intimation regarding change of Address by Kartha :
{point 16 of terms and conditions}

From: (Name and Address with contact nos.)

Date: _____

**Note: Please tick the
appropriate clause**

To:

The Secretary
Sri Ananda Vinayakar Charitable Foundation
1, Sardar Patel Road, Taramani Post
Chennai - 600 113.

Dear Sir,

Sub: Pithru Kattalai Registration Number _____.

I request you to note the change of **my address** for communication as follows:

Address with contact no. (Old)

Address with contact no. (New)

I request you to note the change of address of my **NOMINEE**, for communication as follows:

Address with contact no. (Old)

Address with contact no. (New)

I request you to note the change of address of the **“Contact Person in case of need”** for communication as follows:

Address with contact no. (Old)

Address with contact no. (New)

Yours faithfully,

(Kartha)



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Annexure - VI

Intimation regarding the DEMISE of person mentioned as “Alive” in the application form:

{point 8, note (b) in page 2 of terms and conditions}

From: (Name and Address with contact nos.):

Date: _____

To:

The Secretary
Sri Ananda Vinayakar Charitable Foundation
1, Sardar Patel Road, Taramani Post
Chennai - 600 113.

Dear Sir,

Sub: Pithru Kattalai Registration Number _____.

I regret to inform you that Mr./Ms. _____ being my _____ who was “alive” at the time of my instituting the Pithru Kattalai, has since passed away on _____ (English date). I request you to include the name of the above person in your records under the “vargam details” and perform the “thithi” in future accordingly.

Thanking you

Yours faithfully,

(Name)

Note: In case this intimation is relevant to persons other than Father or Mother - then please note to mention the serial number under which it was mentioned originally in the application form under “vargam details” and also the nature of relationship to the Kartha.