

Date : 12th March, 2019

Subject: - First reminder for Updating the KYC details and intimation to dematerialise physical securities.

Dear Sir/Madam,

We refer to the SEBI Circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 by which it has directed all the listed companies to record the **PAN** of all the shareholders and **Bank Account** details of registered shareholder. We request you to submit the relevant documents **within 21 days from the date of this letter**.

Kindly refer the list of supporting documents to be submitted for updating your KYC details as per the table printed below:

SR. NO	REQUEST TO BE UPDATED	SUPPORTING DOCUMENTS
A	PAN	<ul style="list-style-type: none"> Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none"> Self- attested legible copy of address proof. Any 1 from, a. Utility bill (not older than 3 months) b. Aadhaar Card c. Passport. Original cancelled cheque leaf of registered shareholder Legible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on cheque leaf)
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none"> Affidavit for change for signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- * Format for signature verification * Original cancelled cheque leaf Legible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on cheque leaf)
D	EMAIL ID	<ul style="list-style-type: none"> To be mentioned in KYC form printed overleaf
E	MOBILE NO.	<ul style="list-style-type: none"> To be mentioned in KYC form printed overleaf
F	NOMINATION	<ul style="list-style-type: none"> Nomination Registration form *

Note:- 1. * The relevant formats are available on our website www.linkintime.co.in→Resources→Downloads→General→Formats for KYC.

2. Single copy of document is sufficient for updating multiple requests.

Further we would like to draw your attention to our previous intimations/reminders about SEBI Circular No. SEBI/LADNRO/ GN/2018/24 dated 8th June, 2018, BSE Circular No. LIST/COMP/15/2018-19 dated 5th July, 2018 and NSE Circular No. NSE/CML/2018/26 dated 9th July, 2018 advising shareholders to **dematerialise their physical securities** since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be permitted from 5th December, 2018. **SEBI vide its notification dated 30th November, 2018 has now extended this date to 31st March, 2019.**

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Yours faithfully,

For **Link Intime India Pvt Ltd**

Sd/-

Authorised Signatory

Date: __/__/____

To

Linkintime India Private Limited

C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Dear Sir/Madam,

Based on the data as mentioned in the table overleaf, we are forwarding herewith the required supporting documents by ticking in the appropriate check box below:

A For registering PAN of registered shareholder and joint shareholders

☐ Registered shareholder ☐ Joint holder 1 ☐ Joint holder 2 ☐ Joint holder 3

B For registering Bank details of registered shareholder only

☐ Aadhaar/Passport/utility bill ☐ Original cancelled cheque leaf ☐ Bank Passbook/Bank Statement

C For registering the Specimen Signature of registered shareholder and joint shareholders

☐ Affidavit ☐ Format for signature verification ☐ Original cancelled cheque leaf ☐ Bank Passbook/Bank Statement

D For Updating the email id of registered shareholder only: _____

E For updating Mobile No. of registered shareholder only:

F For registering the nominee details by the registered shareholder only: Nomination Registration form

Note:- 1. Shareholders from Sikkim can provide self-attested copy of Aadhaar Card/Voters Card/Driving License/Passport or any other identity proof as issued by Govt.

2. Single copy of document is sufficient for updating multiple requests.

I /We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed by affixing my/our signature(s) to it

Sign: _____
Registered holder

Sign: _____
Joint holder 1

Sign: _____
Joint holder 2

Sign: _____
Joint holder 3

"This is a follow-up/reminder to our earlier letter. Please provide documents which you may have omitted to send earlier. If you have not responded so far, do so now. Please ignore this letter if you have already complied".