

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

Dear Sir/Madam,

We refer to the SEBI Circulars 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 by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the table overleaf **within 21 days from the date of this letter**

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

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

**Note:** - 1. \* The relevant formats are available on our website [www.linkintime.co.in](http://www.linkintime.co.in) → Resources → Downloads → General → Formats for KYC.

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

Further as per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09th July, 2018 shareholders are advised 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 05th December 2018.

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

To

Linkintime India Private Limited

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

Date: \_\_/\_\_/\_\_\_\_

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 checkbox below for all the fields where the status is shown as 'Required' in the table.

**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 computer generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities then please do not submit the documents again.**