

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

Dear Sir/Madam,

Further to our letter dated 13<sup>th</sup> June 2018 and 1<sup>st</sup> reminder dated 20<sup>th</sup> October 2018 and in term of pursuant to 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. In view of the same 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 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
<b>A</b>	<b>PAN</b>	<ul style="list-style-type: none"> <li>Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)</li> </ul>
<b>B</b>	<b>BANK ACCOUNT DETAILS</b>	<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>
<b>C</b>	<b>SPECIMEN SIGNATURE</b>	<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>
<b>D</b>	<b>EMAIL ID</b>	<ul style="list-style-type: none"> <li>To be mentioned in KYC form printed overleaf</li> </ul>
<b>E</b>	<b>MOBILE NO.</b>	<ul style="list-style-type: none"> <li>To be mentioned in KYC form printed overleaf</li> </ul>
<b>F</b>	<b>NOMINATION</b>	<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 08<sup>th</sup> June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05<sup>th</sup> July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09<sup>th</sup> July, 2018 all shareholders are advised to dematerialise their physical shareholding on or before 5<sup>th</sup> December 2018, as thereafter no claims for transfer of physical securities shall be entertained by the Company/Registrar and Transfer Agent except in case of transmission or transposition of securities

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

***"This is a follow-up/reminder to our earlier letter. Please provide documents (marked "required" in the table given overleaf) 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".***

**KYC FORM**

**To**  
**Linkintime India Private Limited**  
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.  
 Unit \_\_\_\_\_ (Company name)

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

**Folio No:** \_\_\_\_\_

**No of Shares:** \_\_\_\_\_

Dear Sir Madam,

We refer to the current status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No. (E)	Nominee Details (F)

Based on the above data, 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 above 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:**

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**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.

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 with this letter by affixing my/our signature(s) to it

Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_  
 Registered holder      Joint holder 1      Joint holder 2      Joint holder 3

<div style="border: 1px solid black; padding: 2px; text-align: center;">Postal barcode</div>	Serial No :	Date of Printing
Mr/Ms/Mrs _____(registered holder)		
_____ (Address 1)		
_____ (Address 2)		
_____ (Address 3)		
City _____ PIN _____		
Unit _____ (Company name)		