

Subject:-Request for dematerialisation of shares and updation the necessary KYC details of registered and/or joint holders holding shares in physical form pursuant to SEBI directives.

Dear Sir/Madam,

- I. SEBI vide its Gazette Notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8th, 2018 has mandated that, except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed w.e.f 5th December, 2018 unless the securities are held in dematerialized form with a depository.

Dematerialization (or Demat) signifies the conversion of a share certificate from its present physical form to electronic form for the same number of holdings. It offers scope for paperless trading and no stamp duty is payable for transfer of shares in dematerialized form.

Therefore, all shareholders holding shares in physical form are requested to convert it to dematerialized form, and for this purpose a shareholder has to open a Demat Account, with a Depository Participant (DP) and surrender the shares to Depository Participant for dematerialization of the shares.

- II. We also refer to the SEBI Circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 by which they have directed all the listed companies to record the PAN, Bank account details of all their shareholders holding shares in physical form. Accordingly your Company has initiated steps for registering the **PAN details** (including joint holders if any) and the **BANK ACCOUNT** details of all the registered shareholders.

We would also like to register other KYC details such as email id, mobile number, specimen signature and nomination. Your present status of each of these requirements is provided in the KYC form. We request you to kindly fill in the details in the KYC form and forward the same along with all the supporting documents based on requirements considering the below mentioned points. Single copy of supporting document is sufficient for updating multiple subjects.

A. For updating PAN of the registered and/or joint shareholders :

- Self- attested legible copy of PAN card (exempted for Shareholders from Sikkim)

B. For updating Bank Account details of the registered shareholder:

1. In cases wherein the original cancelled cheque leaf has the shareholder's name printed

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.

OR

2. In cases wherein the cancelled cheque leaf does NOT contain the shareholder's name printed on it

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the Branch Manager of the same bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

C. For updating the Specimen signatures of the registered and/or joint shareholders:

- Affidavit duly notarised on non-judicial stamp paper of Rs. 100/- (format available on www.linkintime.co.in under the following link : Resources-Download-General-Change of Signature- Affidavit for change of signature).
- Banker's verification (format available on www.linkintime.co.in under the following link : Resources-Download-General-Change of Signature format for signature verification)
- Original cancelled cheque containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.
- If the cancelled cheque leaf does not contain shareholder's name - legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same Bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

D. For registering Email id of registered shareholder: Email-id of the registered shareholder to be mentioned in the KYC form attached for all future communication in electronic mode (Go Green Initiative).

E. For registering Mobile No. of registered shareholder: Mobile no. of registered shareholder for future direct communication.

F. For registering Nominee by the registered shareholder (if any): Nomination (Form SH-13) available on our website at www.linkintime.co.in under Resources-Downloads-General- Nomination.

We request you to kindly forward KYC form duly filled in, along with copies of supporting documents for all the "Required" remarks within 21 days from the date of this letter.

As per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements mentioned above are not fulfilled.

Inclined to serve you with the best of our services!!

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

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 KYC 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) |
|----------------------------|------------|------------------|------------------------|----------------|----------------|---------------------|
| Aaa | Registered | Registered | Required | Required | Required | Required |
| Bbb | Required | Not Applicable | Required | Not Applicable | Not Applicable | Not Applicable |
| Ccc | Required | Not Applicable | Required | Not Applicable | Not Applicable | Not Applicable |
| Ddd | Required | Not Applicable | Required | Not Applicable | Not Applicable | Not Applicable |

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 the registered and/or joint shareholders (as applicable)

Registered shareholder Joint holder 1 Joint holder 2 Joint holder 3 (self-attested copy for all Shareholders attached)

B For registering Bank details of the registered shareholder

Aadhar/Passport/utility bill Original cancelled cheque leaf Bank Passbook/Bank Statement

C For registering the Specimen Signature of registered and/or joint shareholders (as applicable)

Affidavit Banker verification Original cancelled cheque leaf Bank Passbook/Bank Statement (for all Shareholders attached)

D For Updating the email id : _____

E Mobile No

F For registering the nominee details by the registered shareholder

Form SH-13 (Nomination registration form attached)

Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voter ID /Driving License/Passport or any other identity proof 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

| | | |
|---|-------------|------------------|
| <input type="text" value="Postal barcode"/> | Serial No : | Date of Printing |
| Mr/Ms/Mrs _____ (Registered holder) | | |
| _____ (Address 1) | | |
| _____ (Address 2) | | |
| _____ (Address 3) | | |
| City _____ | PIN _____ | |
| Unit _____ (Company name) | | |