

KYC-Letter

Date :
Folio No:
No of shares :

Subject: - Updating the necessary KYC details of first registered and/or joint holders.

Dear Sir/Madam,

We refer to the SEBI circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, where in SEBI has directed all listed Companies to record the PAN and BANK ACCOUNT details of all their shareholders holding shares in physical mode through their RTA. A copy of the said circular can be accessed at www.sharexindia.com => Downloads=> RTA => KYC. Accordingly your Company has initiated steps for registering the PAN details of all the shareholders (including joint holders, if any) and the BANK ACCOUNT details of the registered shareholders.

We would like to register other KYC details such as email id, mobile number, specimen signature and nomination. Your present status of each requirement is provided in KYC form. In this context, we request you to kindly fill in the details as mentioned in KYC form and forward the same along with all the supporting documents considering the below mentioned points.

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

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

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 on it

- **For address proof :** Self- attested legible copy of Aadhar/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 Aadhar/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 officer 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 signature of the first registered and/or joint shareholders

- Affidavit duly notarised on non-judicial stamp paper of Rs. 100/- (available on www.sharexindia.com => Downloads=> RTA=> KYC
- Banker's verification (available on www.sharexindia.com => Downloads=> RTA=> KYC
- 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.
- 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. (if the cancelled cheque leaf does not contain shareholder name)

D. For Change of address, if any:

- **Old Address Proof:** Old Utility Bill
- **New Address Proof:** Aadhar/Passport/Utility Bill (not older than 3 months)

E. For registering Email id: Email-id of the first registered shareholder for all future communication in electronic mode (i.e.

Go Green Initiative)

F. For registering Mobile No.: Mobile no. of the first registered shareholder for future direct communication.

G. For registering Nominee: You are requested to register the Nomination (Form SH-13) to your folio. Nomination form (SH -13) is available on our website at www.sharexindia.com => Downloads=> RTA=> KYC

We request you to kindly forward the duly filled in KYC form along with self attested copies of supporting documents for all the "Required" remarks within 21 days from the date of this letter. Single copy of supporting document is sufficient for updating multiple subjects. In the absence of response, enhanced due diligence will be applicable.

You are also advised to take note of the recent SEBI notification regarding Compulsory Transfer of Securities in Dematerialized form only w.e.f 05.12.2018

KYC FORM

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)	(A)- PAN	(B)-Bank details	(C)-Specimen Signatures	(D)-Email ID	(E)-Mobile No.	(F)-Nominee Details

Based on the above inputs/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 First Registered and/or Joint Shareholders (as applicable)

Registered shareholder
 Jt-Holder-1
 Jt-Holder-2
 Jt-Holder-3 (self-attested copy of pan card(s) 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 change of address, if any

Address Proof - old address Utility Bill
 New Address Proof - Utility Bill

E For registering the email id

F For registering the mobile No.

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G For registering the nominee details by the First Registered Shareholder

Form SH-13 (Please download the same from www.sharexindia.com => Downloads => RTA => KYC)

Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voters Card/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 I / 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: _____
First Registered holder

Sign: _____
Joint holder 1

Sign: _____
Joint holder 2

Sign: _____
Joint holder 3