

# KYC UPDATION

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, in which SEBI has directed all the 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](http://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 alongwith other KYC details such as email id, mobile number, specimen signature and nomination. In this context, we request you to kindly update your KYC with the Company if not updated till now by forwarding 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 Sikkim 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**

- 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 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/-
- Banker's verification (format available on [www.sharexindia.com](http://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: Aadhaar/Passport/Utility Bill (not older than 3 months)

**DI. ~~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 is available on our website at [www.sharexindia.com](http://www.sharexindia.com)=> Downloads=> RTA => KYC

We request you to kindly forward the self attested copies of supporting documents. 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 w.e.f 05.12.2018. Please read the said circular available on <http://www.sharexindia.com/KYC/BSE-Circular.pdf>

***WE HEREBY ADVISE ALL THE SHAREHOLDERS OF THE COMPANY HOLDING SHARES IN PHYSICAL FORM TO KINDLY GET THOSE SHARES DEMATERIALIZED (DEMAT) AT THE EARLIEST. PLEASE CONTACT THE COMPANY OR THE REGISTRAR & TRANSFER AGENT M/S. SHAREX DYNAMIC (INDIA) PRIVATE LIMITED FOR ANY QUERY/ CLARIFICATION ON THE DEMAT PROCESS.***

Contact details available at 'Corporate Governance' head under 'Investors' Section on Company's website