



MCS Share Transfer Agent Limited

CIN : U67120WB2011PLC165872
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 Email : admin@mcsregistrars.com, Website: www.mcsregistrars.com



JKLC:SH:SEBI:2018
 Date : 10th October, 2018
 REMINDER - II

Dear Shareholder,

Sub. : 1. **Updation of PAN Card and Bank Details [Reference: our letters dated 4th July 2018 & 3rd August 2018, sent through Registered Post]**

2. **Intimation for dematerialization of Shares [our letter dated 3rd August 2018]**

(1) **UPDATION OF PAN & BANK DETAILS**

Pursuant to SEBI circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018, the Company is required to obtain/update the PAN & Bank Details of the shareholders in its record to facilitate credit of the dividend, if any, declared by the Company from time to time, directly to the bank account of the Shareholders.

We had therefore vide our letters dated 4th July 2018 & 3rd August 2018 requested you to submit the following documents immediately upon receipt of the letter to enable us to update the records:

- (i) Letter of request duly filled in and signed by yourself (format given as under)
- (ii) Self-attested copy of Pan Card
- (iii) Cancelled Cheque with name (if name is not printed, bank attested copy of the first page of pass book showing name of account holder) of the first holder
- (iv) Address proof (self-attested copy of Aadhaar-card / Electricity bill / Telephone bill / Passport) of the first holder

Please provide above details within 21 days from the date of this letter to our address as given above (in case you have not so far provided same).

(2) **DEMATERIALISATION OF SHARES**

Further, kindly be advised that SEBI vide its Notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 has mandated that w.e.f. December 5, 2018 no physical shares are allowed to be transferred (except in case of transmission or transposition of Shares) **unless the securities are held in the dematerialized form**. We therefore, request to **convert your physical shares in Demat form** to avoid hassle in transfer of shares.

In your own interest, we request you to take necessary action pursuant to the aforesaid SEBI circulars.

Thanking you and assuring you of our best cooperation at all times.

Yours faithfully,

For **MCS Share Transfer Agent Ltd.**
 (Unit-JK Lakshmi Cement Ltd)

1. First / Sole Shareholder's name :	
2. Registered Folio No. :	
3. Address :	Pin Code :
4. E-mail :	
5. PAN :	(enclose self attested copy)
6. Contact Nos.	
7. Particulars of Bank Account :	(enclose cancelled cheque)
a. Bank Name	
b. Branch Name and its address	
c. Telephone number	
d. Bank Account Number	
e. IFSC code of the Bank Branch	
f. MICR No.	

(Signature of the 1st Shareholder)