



REGISTERED POST
 JKLC : SH : SEBI : 2018
 Date : 3rd August, 2018
REMINDER - I

Dear Shareholder,

Sub. : 1. Updation of PAN Card and Bank Details [Reference: our letter dated 4th July 2018, sent through Registered Post]

2. Intimation for dematerialization of Shares

(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 letter dated 4th July 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 all the Share holders (format given as under)
- (ii) Self-attested copy of Pan Card of all the Share holders
- (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 circular 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 dematerialized form**. We therefore, request to **convert your physical shares in Demat form** to avoid hassle in transfer of shares.

Also, please refer to the information at point (xii) under the head: General Shareholder's Information, given in Corporate Governance Report, being a part of the Company's Annual Report 2017-18.

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 Limited)

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 Shareholder(s)