

<<Company Name>>

<<Company Address>>

<<Company Telephone>>

<<Company Website>>

<<Company CIN>>

Date : 2nd August, 2018

Serial #:

Ref Folio. / DP ID –Client ID :

<<Name>>

<<Address>>

<<Address>>

<<Address>>

<<Address>> - <<Pincode>>

Dear Shareholder(s),

Sub: Mandatory updation of PAN and Bank Details against your holding

Pursuant to SEBI circular dated 20th April 2018, shareholders whose ledger folios do not have or having incomplete details with regard to PAN and Bank particulars are required to compulsorily furnish the details to the RTA/ Company for registration in the folio. As per the records, your folio needs to be updated with the PAN / complete Bank details so that the investments held by you will be filled protected with proper KYC compliance.

ACTION REQUIRED FROM YOU

You are requested to submit the following documents in order to update your PAN / Bank Account details, immediately on receipt of this letter:

- Enclosed format duly filled in and signed by all the shareholders.
- Self-attested copy of PAN Card of all the shareholders.
- Cancelled Cheque leaf with name (if name is not printed, self-attested copy of the first page of the pass book)

In case you have any query, you may please contact the Company / M/s. Computech Sharecap Limited at the following addresses / telephone nos. / emails.

<u>Company</u>	<u>Registrar and Transfer Agent</u>
<<Company Name>> <<Address>> <<Address>> <<Address>> <<Tel>> <<Email>>	M/s. Computech Sharecap Limited Unit: <<Company Name>> 147, Mahatama Gandhi Road, 3 rd Floor Opp. Jehangir Art Gallery, Fort, Mumbai – 400001 Tel No. 022-22635000/01 Email ID : helpdesk@computechsharecap.in

Thanking you,
Yours faithfully,
For <<Company Name>>
Sd/-

<<Name>>

<<Designation>>

(This is a computer generated letter and hence does not require any signature)

KYC FORM

To,
M/s Computech Sharecap Limited
Unit: <<Company Name>>
147 Mahatma Gandhi Road,
Fort, Mumbai 400 001

Date: _____

Folio Number: <<Folio>>

Dear Sir/Madam:

We refer to the current KYC status as provided by you in the below table:

Name of the shareholders(s)	PAN (A)	Specimen Signature (B)	Email ID (C)	Mobile No. (D)
<<Name>>				
<<Name1>>				
<<Name2>>				

My bank details are as follows:-

Account Type	
Account Number (as appearing in your cheque book)	
Bank Name	
Bank Branch Address	
9 Digit Bank MICR Code Number	
11 Digit IFSC Code	

(A Xerox copy of a cheque leaf from the cheque book issued by the bank for the operation of the above account is enclosed).

If the payment transaction is delayed or not effected at all for any reason(s) beyond the control of the company or its Registrars, I would not hold the company or its Registrars responsible.

Note: The above details will not be updated if the supporting documents are not attached and not duly signed by all the shareholder(s).