

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 for registration in the folio. **As per the records with RTA, your folio needs to be updated with the PAN/ complete Bank details so that the investments held by you will be fully protected with proper KYC compliance.**

ACTION REQUIRED FROM YOU

You are requested to submit the following to update the records immediately on receipt of the letter

- Enclosed format duly filled in and signed by the shareholder(s) (in case shares held in joint name then by all joint shareholders)
- Self-attested copy of PAN Card of the holder(s) (in case shares held in joint name then by all joint shareholders)
- Original Cancelled Cheque leaf and/or copy of bank Pass book/statement of the sole/first share holder attested by bank (if name is not printed in cheque leaf)
- Address proof in the name of the shareholder (preferably self-attested Aadhaar-card / Passport and/or Electricity bill / Telephone bill not more than two months old)

We request you to kindly forward KYC form duly filled in along with copies of supporting documents within 21days from the date of this letter.

Thanking You,

Yours Faithfully,
For **HGI Industries Limited**

Sd/-
Rakesh Sharma
Company Secretary & Compliance Officer

FORMAT FOR FURNISHING THE PAN AND BANK DETAILS

To,
MCS Share Transfer Agent Limited
12/1/5, Manoharpukar Road,
Kolkata – 700 026

Dear Sir,

Unit: HGI Industries Limited

I/We furnish below our folio details along with PAN and Bank mandate details for updation and confirmation of doing the needful. I/We are enclosing the self attested copies of PAN cards of all the holders, original cancelled cheque leaf, Bank pass book and address proof viz., Aadhaar Card, Aadhaar-card else Passport/ electricity bill or telephone bill, etc. as required for updation of the details:

Folio No.	
Address of the 1st named shareholder as per the share certificate	
Mobile No.	
E-mail id	

<u>Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)</u>	
Name of the Bank	
Name of the Branch	
Account Number (as appearing in your cheque book)	
Account Type (Saving/ Current / Cash Credit)	
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification	
11 Digit IFSC Code	

	PAN No.	Name	Signature
FirstHolder:			
JointHolder 1:			
JointHolder 2:			

Date :

Place :

NB: The above details will not be updated if the supporting documents are not attached and not duly signed by all the shareholders. (Please ignore this reminder if you have already submitted)