



MCS Share Transfer Agent Limited
F-65, 1st Floor, Okhla Industrial Area, Phase-I, New Delhi-110020
Phone No: 011-41406149, Fax:-011-41709881, Email: admin@rmcsregistrars.com
Website: www.mcsregistrars.com, CIN NO.U67120WB2011PLC16



REGISTERED / SPEED POST

FIRST REMINDER

Dear Shareholder,

Date: 19th July, 2018

Re: DETAILS OF BANK ACCOUNT, COPY OF PAN AND EMAIL ID ETC.

Please refer to our letter dated 14.06.2018 w.r.t. SEBI circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20.04.2018 vide which SEBI has directed that the Companies through their Share Transfer Agents (RTAs) shall take special efforts to collect copy of PAN and Bank details of all securities holders holding securities in physical form.

Accordingly, you are requested to please fill in the form overleaf and forward the same along with the following documents :

- (1) an original cancelled Cheque leaf with preprinted name of the shareholder(s),
- (2) copy of passbook/bank statement duly attested by the bank official with date, bank's seal and bank official's code, e-mail and mobile/phone no,
- (3) signature(s) of all shareholder(s) duly attested by the bank official with date, bank's seal and bank official's code, e-mail and mobile/phone no,
- (4) self attested copy of PAN of the shareholder(s)
- (5) self attested copy of address proof (preferably Aadhar card) of the shareholder(s)

to us, being the RTA of **DCM Shriram Ltd.** (the Company) at the above address to enable us to update the records of the Company for payment of dividend.

Please provide the above documents within 21 days of this notice positively to avoid any inconvenience in the matter.

Please also provide your Email Id and Phone No. for records as well as for receiving communications by electronic means.

You are further advised to dematerialize your shareholding as the Equity Shares of the Company are under compulsory demat trading by all investors w.e.f. 21st March, 2000 pursuant to the Notification issued by SEBI.

Thanking you,

Yours faithfully
For MCS Share Transfer Agent Ltd.

(Authorised Signatory)

Encl: as above

"This is being a computer generated Letter no manual signature required"

(P.T.O.)

BANK DETAILS, COPY OF PAN, EMAIL ID ETC. REGISTRATION FORM

To:
MCS Share Transfer Agent Ltd.
Unit: **DCM SHRIRAM LTD.**
F- 65, 1st Floor, Okhla Industrial Area, Phase-1, New Delhi-110020

Dear Sirs,

I give my consent to update the following details in the records of DCM Shriram Ltd. for making payments of dividend and sending other communications by electronic means in compliance with the circulars as referred in your letter.

Folio No. : _____
Name of the First/Sole holder : _____
Name of the 1st Joint holder : _____
Name of the 2nd Joint holder : _____

Bank Details (only for First/Sole holder)

Bank's Name : _____
Branch's Name & Address : _____

Account No.: _____ Account Type (SB/Current): _____
IFSC Code: _____ MICR Code: _____
Email Id: _____ Phone No.: _____

Date:

Signature of First/Sole Holder
(attested by Bank)

- Encl: (1) Original cancelled cheque leaf (with preprinted name) of First/Sole holder
(2) Copy of pass book/bank statement attested by banker of First/Sole holder
(3) Signature of all shareholder(s) attested by banker of First/Sole holder
(4) Self attested Copy of PAN of shareholder(s)
(5) Self attested Copy of Aadhar Card of shareholder(s)