

To,
MCS Share Transfer Agent Ltd.
1st Floor, F-65, Okhla Industrial Area,
Phase - I, New Delhi – 110020

Dear Sir/Madam,

Re: Updation of PAN and Bank Account details as per SEBI Circular dated April 20, 2018

In reference to the above mentioned subject, this is to request you to kindly update my/our PAN, Bank details and Contact Details for future communications and records for the Folio No. _____ .I enclose the supporting documents to enable you to verify and update the details.

	Name	Permanent Account Number (PAN)									
First/Sole Shareholder											
Second Joint Holder											
Third Joint Holder											

Bank Account Details (for electronic credit of unpaid dividends and all future dividends)												
Name of the Bank												
Branch Name & Address												
Bank A/c type (tick whichever is applicable)	Saving			Current			NRE/NRO					
Bank A/c No												
MICR Code No. (9 digit)												
Banker's IFSC Code No. (11 digit)												
Contact Details												
Email Id												
Details Telephone No./Mobile No.												
CIN/Registration No. (Applicable to Corporate Shareholders)												

Following documents are enclosed herewith:

- Self-attested copy of PAN Card of all the joint holders
- Cancelled cheque leaf in original bearing name of the first holder

OR

- Bank attested copy of the first page of the Bank pass book/statement and cancelled cheque leaf in original (if name is not printed on the cheque leaf)

I/We hereby declare that the particulars furnished by me/us in this letter are correct and complete. If the transactions delayed because of incomplete or incorrect information, I/we would not hold the Company/R&TA responsible. I/we also undertake to inform any subsequent changes in the above particulars as and when the changes take place. I/we understand that the above details shall be maintained by you till I/we hold the securities under the Folio No. mentioned above.

Signature of sole/first holder: _____ Place: _____ Date: _____
Signature of Second Joint Holder: _____ Place: _____ Date: _____
Signature of Third Joint Holder: _____ Place: _____ Date: _____

NOTE: The above details will not be updated if the supporting documents are not attached and/or not duly signed by the shareholders (including joint holders).