


**Bigshare Services Pvt. Ltd**

1<sup>st</sup> Floor, Bharat Tin Works Building, Opp. Vasant Oasis Makwana Road, Marol ,  
Andheri (East), Mumbai 400059; Maharashtra, India.  
Tel : 022 62638200; www.bigshareonline.com

Ref :

Date :

**Folio No. :**

Dear Shareholder,

**Unit :**
**Sub.:** Mandatory update of PAN and Bank details

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, shareholders holding shares in physical form whose folio do not have / have incomplete details with respect to PAN and bank particulars are mandatorily required to furnish the PAN and bank details to the Company / Registrar & Transfer Agent (RTA) for registration under their folio.

As per the records of the Company / RTA, your folio needs to be updated with the PAN and complete bank account details.

Hence you are requested to submit the following documents within 21 days of receipt of this communication:

- Enclosed form duly filled in and signed by the shareholder (including joint holders)
- Self-attested copy of PAN card of the shareholder (including joint holders)
- Original cancelled cheque leaf with the name of first /sole shareholder printed on it and in absence of personalized cheque copy of bank passbook showing name & account details of the account holder attested by bank
- Address proof (self-attested copy of Aadhar-card/voter id/electricity bill/telephone bill)

In case if you have any queries or need any assistance in this regard, please contact us at the following address:

Bigshare Services Pvt. Ltd  
306, Right Wing, 3<sup>rd</sup> Floor, Amrutha Ville, Opp.Yashoda Hospital  
Somajiguda, Rajbhavan Road, Hyderabad – 500082 (India)  
Tel. No. 91 40 23374967; email : bsshyd@bigshareonline.com

On receipt of the above document we will update the same in our records.

Thanking you,

Yours faithfully,  
for Bigshare Services Pvt Ltd.

**Sd/-**

Authorised Signatory  
Encl : as above

P.T.O.


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**FORM FOR FURNISHING PAN AND BANK DETAILS**

Bigshare Services Pvt. Ltd  
306,Right Wing, 3<sup>rd</sup> Floor, Amrutha Ville, Opp. Yashoda Hospital  
Somajiguda, Rajbhavan Road, Hyderabad – 500082

Dear Sir/Madam,

**Unit:**

I/we hereby furnish our PAN and bank mandate details for updating in your records. I/we am/are enclosing herewith:

- 1) Self-attested copy of PAN card of the shareholder (including joint holders)
- 2) Original personalized cancelled cheque leaf / First page of bank pass book
- 3) Address proof (self-attested copy of Aadhar-card/voter id/electricity bill/telephone bill)

Folio No.	
Mobile No.	
E-Mail id	

Bank Account Details : (for electronic credit of dividends)									
Name of the Bank									
Name of the Branch									
Account Number (as appearing in cheque book)									
Account Type (Please tick as applicable)	<b>Saving</b>	<b>Current</b>	<b>Cash Credit</b>						
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									

	<b>Name</b>	<b>PAN</b>	<b>Signature (as per specimen registered with the Company / RTA)</b>
<b>First Holder :</b>			
<b>Joint Holder 1 :</b>			
<b>Joint Holder 2 :</b>			

Date:

Place:

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

**FORM FOR FURNISHING PAN AND BANK DETAILS**

Bigshare Services Pvt. Ltd  
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<b>First Holder :</b>			
<b>Joint Holder 1 :</b>			
<b>Joint Holder 2 :</b>			

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Place:

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