



Dear Shareholder,

**Sub: 1. Updation of PAN, Bank account details, Email address, Dematerialization of Shares  
2. Intimation of Transfer of Securities only in Demat Form**

- 1) You are aware that, Securities and Exchange Board of India (SEBI) vide circular No: SEBI/HO/MIRSD/DOP1/CIR/ P/2018/73 dated April 20, 2018 has mandated all listed Companies to update the Permanent Account Number (PAN) and Bank account details of all shareholders who are holding shares in physical form. As per our record, PAN and Bank details have not been updated for the above folio. Hence, we request you to send us the enclosed form, duly filled and signed by all shareholders (including joint holders, if any) along with the following documents to the below mentioned address of our Registrar and Share Transfer Agent within 21 days from the date of this letter.
- (i) Self-attested copy of PAN card of all shareholders including joint holders. In case of residence of Sikkim, the requirement of PAN Card be substituted with a valid Identity proof issued by Government.
- (ii) Original Cancelled Cheque Leaf bearing the name of Sole / first named shareholder (or) attested copy of Bank passbook.

Please note that Companies Act, 2013, provides for sending all documents, notices convening general meetings, audited financial statements, directors' report, auditors' report and every other documents required by law to be annexed or attached thereto etc., in electronic form to the registered e-mail address of the Shareholders. In terms of Regulation 36 (1) (a) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the listed entity shall send soft copies of full annual report to all those shareholder(s) who have registered their e-mail address(es) for the purpose. In order to receive all the correspondence from us by e-mail, you may kindly mention your e-mail id, which will be registered with us as your registered e-mail id for sending all correspondence by e-mail to you.

- 2) Further, SEBI vide its notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 had amended the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, which states that, "except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a Depository." As such, SEBI had mandated transfer of shares in dematerialized form alone. The regulation comes into effect on the 180th day of the notification (i.e.) from December 4, 2018 and now it extended to 1st April 2019. Hence, you are requested to note the same and take necessary steps to dematerialize your shares that are held in physical form.

For obtaining PAN or opening a Demat Account, you can approach our Registrars at their below mentioned address, who would help you in this regard.

Integrated Registry Management Services Private Limited

Unit: Prithvi Exchange (India) Limited

2nd Floor, Kences Towers, No. 1 Ramakrishna Street, North Usman Road,  
T Nagar, Chennai – 600 017, Phone: 044-2814 0801 and 044-2814 0803

We seek your co-operation in this regard.

Thanking you

Yours faithfully

For **Prithvi Exchange (India) Limited**

**Pavan Kumar Kavad**

**Whole Time Director**

Encl. As Above

To  
**Integrated Registry Management Services Private Limited**  
 Unit: Prithvi Exchange (India) Limited  
 2nd Floor, Kences Towers, No. 1 Ramakrishna Street,  
 North Usman Road, T Nagar, Chennai – 600 017.

Folio No:

**PERMANENT ACCOUNT NUMBER(PAN) AND BANK ACCOUNT UPDATION FORM**

SHAREHOLDER (S) NAME	PAN									
1										
2										
3										

**PARTICULARS OF BANK ACCOUNT OF FIRST / SOLE SHAREHOLDER**

Address of the Shareholder	
Name of the Bank	
Branch full address with pin code	
Account Number of First / Sole Shareholder	
Account Type	Savings / Current
MICR Code (9-Digit Code Number of the Bank and Branch appearing on the MICR cheque issued by the Bank)	
IFSC of Bank Branch	
Mobile/Phone No. of First / Soleholder	
Email ID of First / Sole holder for serving all future communications including Annual Report, AGM Notice etc.	

I / we, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we, would not hold the user institution responsible.

Signature of Shareholder(First / Sole)	Signature of Joint Holder 1 (if any)	Signature of Joint Holder 2 (if any)

Place : \_\_\_\_\_ Date : \_\_\_\_\_  
 Encl :

- (1) Photocopy of PAN Card of registered shareholders (including joint holders) — self attested.
- (2) Original Cancelled Cheque Leaf showing First/Sole Holder name as Account Holder. In case, the shareholder is not in a position to submit "cancelled cheque leaf", please submit Copy of Bank Pass Book (1st page and Current Transaction page) / Bank Account Statement duly attested by Concerned Bank Manager.
- (3) Photo copy of Aadhaar / Election ID / Passport / ration Card / Driving License as address proof of the first shareholder-self attested.

Shareholders are requested to get the specimen signature attested by their Bank Manager, in case of any change in their signature.

**Certificate of the Shareholder's Bank**

Certified that the particulars furnished above are correct, as per our records.

Date : \_\_\_\_\_ Signature of the Authorised Official of the Bank  
 ( Please affix Bank Seal with Identity Number of Bank Official )