

MAHESHWARI DATAMATICS PVT. LTD.
23 R N MUKHERJEE ROAD, 5TH FLOOR, KOLKATA - 700001
Phone: (033) 2248-2248, 2243-5029
E-Mail: mdpldc@yahoo.com
CIN: U20221WB1982PTC034886

BY SPEED POST/REGISTERED POST

SRL NO: SEBI CIR Dt.20.04.2018\Folio No.

Date: 13th July 2018

TO:

Dear Sir(s) /Madam,

Unit : Mcleod Russel India Limited

On behalf of the Company, we would like to inform you that SEBI vide their circular no. SEBI/HO/DOP1/2018/73 dated April 20, 2018 has directed all companies to make payment of dividend to the shareholders through approved electronic mode and also directed that updated bank details & PAN details of the shareholders be obtained and maintained by the Companies if not already available with us.

We are sending herewith the NACH (National Automated Clearing House) Mandate Form. Please send us following documents along with the form to enable us to credit dividend amount directly to your bank account through NACH.

1. Self-attested copy of any one document such as Aadhaar/voter id/passport as proof of address (first holder only).
2. Photocopy of share certificate / copy of any letter received by you from the Company showing your Folio No. / counterfoil of dividend warrant / copy of bank passbook or statement showing encashment of dividend issued to you by the Company (first holder only),
3. Self-attested copy of PAN Card as proof of identity (all holders). Residents of Sikkim may send a valid identity proof issued by the Government instead of the PAN Card.
4. Cancelled cheque leaf with your name printed on the cheque leaf. If your name is not printed thereon then, in addition, send us bank attested copy of passbook or bank statement (first holder only).
5. You are requested to send us your specimen signature duly attested by your banker (other than Cooperative bank) as per format enclosed with the name of the attesting official, his designation, employee code no., under the rubber-stamp of the bank (all holders).

You are, therefore, requested to return the attached Form along with requisite documents within 21 days from the date of this letter.

Further kindly note that transfer of shares in physical form will not be permissible from December 5, 2018 as mandated by SEBI vide its amendment to SEBI Listing Regulations, dated June 8, 2018. Therefore you are requested, to please get your physical holding dematerialized at the earliest.

Thanking you,

Yours faithfully,
For **MAHESHWARI DATAMATICS PVT. LTD.**

Sd/-
REGISTRARS

Encl: as stated.

To:

Maheshwari Datamatics Pvt Ltd.
(Unit: McLeod Russel India Limited)
23 R. N. Mukherjee Road, 5th Floor
Kolkata - 700001

Dear Sirs,

Bank details/PAN/Email address etc. Registration Form

I/We give my/our consent to update the following details in your records for effecting payment of dividend and sending other communications by electronic means in compliance with Circulars as referred to in your letter dated 13th July 2018:

1	Registered Folio No./No. of Shares held	
2	Name of the Sole/First Shareholder	
3	Address of the Sole/First Shareholder*	
4	Bank's Name	
5	Branch's Name, Address and Phone No. .	
6	Bank Account No.	
7	Bank Account Type (SB/Current/Cash Credit)	
8	IFS Code	
9	9-Digit MICR Code	
10	Shareholder's Email Id	
11	Shareholder's Contact No.	

I/We agree to avail the National Automated Clearing House (NACH) facility in respect of payment of dividend to me by the Company.

I/We hereby declare that the particulars given above are correct and complete.

Particulars	Name of Shareholder(s)	PAN	Signature(s)
Sole/First Shareholder			

Attestation by Bank (with Seal)
(Signature, Name of Official, Designation and Employee Code No.)

Particulars	Name of joint holder(s)	PAN	Signature(s)
1 st Joint Holder			
2 nd Joint Holder			

Date:

Place:

Encl. Original cancelled cheque leaf/attested copy of bank passbook showing name of Account Holder and copy of self-attested PAN Card(s).

*Re:Change in address, a copy of valid address proof is also enclosed.

TO BE ISSUED ON BANK'S LETTER HEAD

1. Name of Account Holder(s) : 1) _____
2) _____
3) _____

2. Type of Account : **Current / SB / O/D / Others**

3. Address of Account Holder(s) as recorded with the Bank

4. Account Number : _____

5. Signature of the Holder(s) : 1) _____
2) _____
3) _____

Signature and Address verified as recorded with the Bank

Signature _____
with Rubber Stamp of the Bank

Name _____

Designation _____

Employee Code _____

Place :

Date :