

**ALANKIT ASSIGNMENTS LIMITED**  
**(CATEGORY-I REGISTRAR & SHARE TRANSFER AGENTS)**  
**Alankit Heights, 1E/13 Jhandewalan Extn. New Delhi - 110 055**  
**CIN:U74210PDL1991PLC042569**

**Ph : (011) 42541234, 23541234 Fax : (011) 41543474, Email : rta@Alankit.Com**

13

2nd August, 2018  
**Reminder-1**

SMITA SINGH  
A-46 SHANTI PATH  
TILAK NAGAR JAIPUR  
0

Folio No. / DP ID / Client ID . : 115617  
(Unit : Bengal & Assam Company Ltd.)

**Subject: (i) Seeking copy of PAN Card and Bank details (Reference: our letter dated 28th June, 2018, sent through Registered Post) and  
(ii) Intimation for Dematerialization of Shares**

Dear Shareholder,

**(i) UPDATION OF PAN AND BANK DETAILS**

In order to facilitate payment of dividends, Securities Exchange Board of India (SEBI) has vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/ 2018/73 dated April 20, 2018, has mandated the Company/RTA to obtain copy of PAN Card and Bank account details from all the shareholders holding shares in physical form.

Accordingly, you are requested to kindly furnish the following:-

1. Self-attested copy of your PAN card of the first shareholder as well as well of the joint shareholders, if any.
2. Original cancelled cheque leaf/attested bank passbook showing the name of account holder along with the details mentioned in Annexure 'A' below.

You may send the above details (Annexure-A) to its RTA i.e. Alankit Assignment Ltd. within 21 days from the date of this letter. In case you have already provided information, please ignore the above point.

**(ii) INTIMATION FOR DEMATERIALIZATION OF SHARES**

SEBI vide its Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 mandated that after 5th December, 2018, requests for transfer of securities shall not be processed unless the securities are held in the dematerialised form with a depository. Dematerialization facility is available both on NSDL and CDSL. Company's ISIN No. is INE083K01017.

In order to give effect to the above amendment, you are requested to dematerialise your securities, at the earliest possible date but not later than 5th December, 2018, as the Company shall not be able to entertain any request for transfer of securities in physical form after 5th December 2018. For the purpose of dematerialization, you are requested to contact your Depository Participant (DP) with whom you have opened your Demat Account. In case you have not yet opened your Demat Account, you are requested to open a Demat Account with any one of the DP of your local area and Dematerialize the shares held by you in Physical form.

Thanking you,  
Yours faithfully,  
For Alankit Assignments Ltd  
(Unit: Bengal & Assam Company Ltd.)  
Sd/-  
Company Secretary

Tear here



To  
Alankit Assignments Ltd.  
Registrar & Transfer Agent,  
(Unit: Bengal & Assam Company Ltd.)  
Alankit Heights, 1E/13, Jhandewalan Extn.,  
New Delhi-110055, India

**Annexure-A**

Dear Sir,

I/We hereby furnishing the details as required by you. Kindly record the same and confirm:

Name of Shareholder (s)	SMITA SINGH
Folio No.	115617
PAN (Enclose self-attested copy of PAN card/s of all holders)	
Email ID	
Bank Account No.(Enclose name printed original cancelled cheque / attested copy of passbook with details of account holder printed)	
Name of Bank	
IFSC Code	
MICR No.	
Mobile / Telephone number	
Name of Shareholder (s)	Signature of Shareholder (s)
I. SMITA SINGH	
II.	
III.	