

ALANKIT ASSIGNMENTS LIMITED
(CATEGORY-I REGISTRAR & SHARE TRANSFER AGENTS)
Alankit Heights, 1E/13 Jhandewalan Extn. New Delhi - 110055
CIN:U74210PDL1991PLC042569
Ph : (011) 42541234, 23541234 Fax: (011) 4154347 Email: rta@alankit.com

Through Regd. Post

28th June, 2018

Mr. Suresh Kumar Jain
C/o Sujan Enterprise
16, Bonfields Lane, 2nd floor,
Room No. 84, Kolkata- 700 001

Folio No. /DP ID /Client ID : 112815

Subject: SEEKING COPY OF PAN CARD AND BANK DETAILS

Dear Shareholder,

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 PAN card of the first shareholder 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 within 21 days from the date of this letter at its RTA i.e., Alankit Assignments Ltd. on below mentioned address:

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

Thanking you,

Yours faithfully,
For Alankit Assignments Ltd.
(Unit: Bengal & Assam Company Ltd.)

Sd/-
Company Secretary

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

Dear Sir,

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

Name of Shareholder (s)	
Folio No.	
PAN (Enclose self-attested copy of PAN card/s of all holders)	
Bank Account No. (Enclose name printed original cancelled cheque / attested copy of passbook)	
Name of Bank	
Branch Address	
IFSC No.	
MICR No.	
Email ID	
Mobile / Telephone number	
Name of Shareholder (s)	
Signature of Shareholder (s)	