



# SATELLITE CORPORATE SERVICES PVT. LTD.

Registrar to an Issue & Share Transfer Agent in Category - 1, Reg. No. INR000003639  
Correspondence Address: Unit No. 49, Bldg No.13-A-B, 2nd Floor, Samhita Commercial Co-Op. Soc. Ltd.,  
Off Andheri Kurla Road, MTNL Lane, Sakinaka, Mumbai - 400 072.  
Tel.: 91-22-28520461, 28520462 • Fax: 91-22-28511809 • E-mail: service@satellitecorporate.com  
CIN No.: U65990MH1994PTCO77057 • Website: www.satellitecorporate.com

SVE

05/18

Date :

Dear Sir/Madam,

Unit :

**Sub : Submission of copy of PAN and bank account details as required under SEBI circular number SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018**

With respect to caption subject, we would like to inform you that SEBI has come out with the captioned circular on April 20, 2018 directing your company to collect copy of PAN card and bank account details of the shareholders who holds shares of the Company in physical form.

You are one of the shareholder of above company, holding the shares of the Company in physical form. As per the records available with us, we are not having your copy of PAN card and/or bank account details. Hence, we request you to send a self-attested copy of PAN card and copy of signed cancelled cheque of your bank account on which your name is printed or Copy of the passbook where your account details are printed duly attested by your banker to us on below address not later than 15 days from the date of receipt of this notice.

### Satellite Corporate Services Private Limited

Unit :

Unit No. 49, Building No. 13 AB, 2nd Floor,  
Samhita Commercial Co-Op Society Ltd.,  
Off Andheri Kurla Road, MTNL Lane,  
Sakinaka, Mumbai - 400072

You are requested to forward the requisite information within the timeline prescribed in this notice. In case of non-receipt of the stated details in due course the company shall as per the captioned circular have to take necessary steps against your shares at the time of any transfer request received for shares held in your folio.

Please co-operate with us to collect the requisite data on time. Shareholders information form is enclosed herewith, please fill the required information and forward the same in the prepaid envelop enclosed herewith to us along with self-attested copy of PAN card and/or cancelled cheque or duly attested copy of the bank passbook providing required details.

Thanking you,

Yours faithfully,

**For Satellite Corporate Services Pvt. Ltd.**

Sd/-

**(Authorised signatory)**

Encl: a/a.

Regd. Office: B-302, Sony Apartment, Opp. St. Jude's High School, 90 Ft. Road, Jarimari, Sakinaka, Mumbai - 400 072.

To,  
**Satellite Corporate Services Private Limited**  
Unit No. 49, Building No. 13 AB,  
2<sup>nd</sup> Floor, Samhita Commercial Co-Op. Society Ltd.,  
Off Andheri Kurla Road, MTNL Lane,  
Sakinaka, Mumbai - 400072.

Dear Sir/Madam,

Unit :

**Sub: Shareholders Information updating**

Please take on record the information as mentioned in below and update the same in my folio.

PARTICULARS	DETAILS
Name of 1 <sup>st</sup> Shareholder	
Name of 2 <sup>nd</sup> Shareholder	
Name of 3 <sup>rd</sup> Shareholder	
Folio Number	
Address	
Current Address	
PAN No.	
Mobile No.	
E-mail ID	
Bank Name	
Branch	
Account Number	
IFSC Code	
MICR Code	

\_\_\_\_\_  
(Signature of 1<sup>st</sup> Shareholder)

\_\_\_\_\_  
(Signature of 2<sup>nd</sup> Shareholder)

\_\_\_\_\_  
(Signature of 3<sup>rd</sup> Shareholder)

Notes:

1. After filling this form forward this form to Satellite Corporate Services Pvt. Ltd., Register and Transfer Agent (RTA) of the Company.
2. Please enclose self-certified / attested copy of PAN card and cancel cheque along with this form.
3. In case of address change please fill the details against current address and enclose self-attested copy of address proof either Telephone Bill, Electricity Bill, Water Bill or Aadhar Card.