



Regd. Off. / Works
VILL. BHAINSA, 22-Km. STONE, MEERUT-MAWANA ROAD,
P.O. SANDHAN, MAWANA - 250401, U.P. (INDIA)
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website : www.sangalpapers.com
GSTIN : 09AACCS4253J2Z5
CIN:-L21015UP1980PLC005138 PAN NO:- AACCS4253J

Date: 07/07/2018

Dear Shareholder(s),

Sub: Updation of PAN, Bank account details, Email address of Shareholders of the Company:

The 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 and PAN and Bank not updated with the company. We are sending notice those shareholders PAN and Bank details have not been updated in its 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 letter send by Mass Services Ltd. (RTA of the company). All required details mentioned in covering letter.

It is also requested that in "Go Green initiative" of SEBI and as per Regulation 36 (1) (a) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the listed entity shall communicate all relevant corresponds in soft copies to all those shareholder(s) who have registered their e-mail address(es) for the purpose. Kindly provide us your e-mail id, which will be registered with us for all future communications.

Kindly also noted, SEBI had notified 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." This notification comes into effect from December 2018 and hence you are requested to take note of it and take necessary steps to dematerialize your shares that are held in physical form.

We seek your co-operation in this regard.

For and on behalf of Sangal Papers Limited,

Sd/-

Himanshu Sangal
Managing Director
(DIN- 00091324)



MAS SERVICES LIMITED

Regd. Office : T-34 IIND FLOOR OKHLA INDUSTRIAL AREA

PHASE-II NEW DELHI 110020

PHONE:- 011-26387281-83 FAX:- 011 – 26387384

E-mail:- info@masserv.com

CIN:-U74899DL1973PLC006950

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Date:- 07/07/2018

Sub.: **Mandatory Updation of PAN and Bank Account details in company records**
Ref.: **SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 Dated 20.04. 2018**

UNIT: _____

FOLIO NO: _____

Dear Sir/Madam,

In furtherance to SEBI circular bearing no SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20/04/2018, every listed company has to update bank account details and PAN number of all the shareholders holding shares in physical form.

It has been observed that your account details and PAN number are not registered in records of the Company. You are therefore requested to please send the following documents to the Company/ RTA within a period of 21 days from date of this letter so as to update your details in records of the Company:

1. Duly filled and signed Request Form (enclosed);
2. Self-attested copy of PAN card, including that of joint shareholders;
3. An **original** cancelled cheque of 1st shareholder only.
 - **Name of 1st shareholder should be printed on cheque leaf; and**
 - **If name of shareholder is not printed on cheque leaf, photocopy of passbook or bank statement duly attested by the banker alongwith cancelled cheque shall be required.**
4. Copy of share certificate(s) (any one, both front and back side)

Your immediate action in this regard is highly solicited.

Thanking you,

For **Mas services Limited**

Sd/-

Authorised Signatory

Note: Photocopy of cheque will not be accepted/ entertained.

Important information for necessary action:

It is informed to the shareholders that pursuant to the amendment in Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and BSE Circular dated 05th July, 2018, request for effecting transfer of securities (Equity Shares) shall not be processed unless securities are held in dematerialized form with a depository. This amendment shall come into force with effect from December 5, 2018.

In other words, request for effecting transfer of equity shares held in physical form will not be processed from the effective date i.e. December 5, 2018. It shall be mandatory to convert physical holding into electronic mode i.e. in demat, for transferring shares to another person(s)/entity(s).

In view of the aforesaid, all the shareholders holding shares in physical form are further advised to convert their shareholding from Physical form to Demat form with a Depository Participant of their choice. The following are the few advantages of holding securities in electronic mode i.e. demat:

1. Freedom from physical storage and Contribution to the 'Green Initiative';
2. Elimination of chances of theft, mutilation, defacement etc;
3. Mandatory to sell and manage dividend receipts in the bank account linked with the Depository;
4. There is no need to bear stamp duty for transfer of securities; this brings down the cost of transaction significantly;
5. Easy to carry out any change/ alteration in personal particulars across all companies in which securities are held by making single request with your Depository Participant;
6. Monitoring of securities held in Demat form can be done from anywhere

REQUEST FORM

To,
MAS SERVICES LIMITED
T-34, 2nd Floor
Okhla Industrial Area, Phase II
New Delhi - 110020

Date:

Sub: **Updation of PAN and Bank Account details in company records**

Unit: _____
FOLIO NO: _____

Dear Sir,

With reference to your letter regarding the captioned subject, please find below our bank and PAN details for updating the same in company records (attach self attested proofs also) :

A PAN of 1st shareholder

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PAN of 2nd shareholder

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PAN of 3rd shareholder

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B Bank Details of 1st Shareholder [attach Original cancelled cheque(with name printed on it)]

Name of bank:

Branch address :

9 Digit MICR Code

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Bank Account Number

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11 Digit IFSC Code

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Account type:

Saving / Current account / cash credit

C EMAIL -ID(in block letters):
MOBILE No. /PHONE NO.:

Signature of 1st Shareholder

Signature of 2nd Shareholder

N.A.

Signature of 3rd Shareholder

N.A.

P.T.O.

For change of address only:

Kindly change/update my address in your records. I am enclosing SELF ATTESTED COPY of any two photo id proofs: Driving license /Passport/Aadhar card/Voter ID card.

New Address: (FILL IN BLOCK LETTERS ONLY)

PIN CODE (mandatory) :

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Thanking you,

Yours truly,

Signature of 1 st Shareholder	Signature of 2 nd Shareholder	Signature of 3 rd Shareholder
_____	N.A.	N.A.

SIGNATURE ATTESTATION

Account no. of Shareholder:_____

Signature of above FIRST shareholder as per bank's records: _____

Signature of Bank Manager: _____

Bank & Branch Seal with employee name & number:_____

Bank Telephone nos.(withSTD code.) :_____