



## 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

«STAR»

Date: - 16/07/2018

«CC»/«FOL»/«ENV»/«TOTENV»/«ENVSEQ»/«SPEED»/«ENV1»

«NAME»

«AD1»

«AD2»

«AD3»

«AD4»

«AD5»

**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:«COMNAME»

FOLIO NO: «FOL»

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 1<sup>st</sup> shareholder only.
  - **Name of 1<sup>st</sup> 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 along with 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 , 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. There is no need to bear stamp duty for transfer of securities; this brings down the cost of transaction significantly;
4. 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;
5. Monitoring of securities held in Demat form can be done from anywhere

**REQUEST FORM**

«CC»/«FOL»/«ENV»/«TOTENV»/«ENVSEQ»/«SPEED»/«ENV1»

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

**Date:**

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

Unit: «COMNAME»  
FOLIO NO: «FOL»

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 1<sup>st</sup> shareholder

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PAN of 2<sup>nd</sup> shareholder

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PAN of 3<sup>rd</sup> shareholder

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

Name of bank:

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Branch address :

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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 1<sup>st</sup> Shareholder  
«NAME»

Signature of 2<sup>nd</sup> Shareholder  
«JT1»

Signature of 3<sup>rd</sup> Shareholder  
«JT2»

**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)

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PIN CODE (mandatory) :

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Thanking you,

Yours truly,

Signature of 1 <sup>st</sup> Shareholder «NAME»	Signature of 2 <sup>nd</sup> Shareholder «JT1»	Signature of 3 <sup>rd</sup> Shareholder «JT2»

«REM»

<b>SIGNATURE ATTESTATION</b>	
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.) :	_____