



REMINDER-I

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

Date: - OCT 15, 2018

Sub: **Mandatory Updation of PAN and Bank Account details in company records and Dematerialization for transfer of shares**

Dear Shareholders,

In furtherance to SEBI circular bearing no SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April, 20, 2018 and SEBI/HO/MIRSD/DOS3/CIR/P/2018/115 dated July 16, 2018, every listed company has to update bank account details and PAN number of all the shareholders holding shares in physical form.

This is with reference to our earlier letter sent in the month of July 2018 by registered/speed post. It has been observed that you have not replied to aforesaid letter or you have not sent original cancelled cheque along with other documents. 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. **Photocopy of cheque will not be accepted.**
 - 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. Please note passbook should have your account number, MICR and IFSC code of your bank branch.
- 4. Copy of share certificate(s) (any one, both front and backside) (OPTIONAL)

As directed by SEBI, in case of failure to register PAN and Bank details as aforesaid, any transaction in the securities of the company shall be subject to enhance due diligence by the company/RTA, as may be prescribed. Also, it may be noted that issue of payment instruments without bank details may be disallowed.

Your kind attention is drawn towards The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements)(Fourth amendment) Regulations, 2018 notified on June 08, 2018, vide which SEBI prescribed that w.e.f. December 5, 2018, the transfer of securities in physical form, shall not be processed unless securities are held in dematerialized form with any of the depository and therefore, you are further advised to convert your shareholding from Physical form to Demat form with a Depository Participant of your choice.

Members holding shares in physical form are requested to take necessary steps with their respective Depository Participants to dematerialize their physical shares.

Thanking you,

For Mas Services Limited
Sd/-
Authorised Signatory

REQUEST FORM

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

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

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 (Photocopy of PAN Card is enclosed)

Signature of 1st Shareholder Signature of 2nd Shareholder Signature of 3rd Shareholder

A	PAN of 1 st shareholder	<input type="text"/>
	PAN of 2 nd shareholder	<input type="text"/>
	PAN of 3 rd shareholder	<input type="text"/>

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

Name of bank: _____

9 Digit MICR Code

Bank Account Number

11 Digit IFSC Code

Account type: Saving / Current account / cash credit

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

IMPORTANT : PLEASE READ CAREFULLY

1. WHAT should I do if original share certificate is missing :

Answer : kindly send a separate request letter duly signed by all shareholders along with **DULY COMPLETED PAN UPDATION FORM** for issue of duplicate share certificate. Your letter should have company name, folio number, shareholder name(s) and your present address.

2. WHAT should I do if ONE OR MORE shareholder is no more/deceased.

Answer : In case shares are held in joint names and due to death you want to delete deceased shareholders name on share certificate then, as per Depository rules you can directly convert shares in to surviving shareholders demat account by submitting share certificate, demat request form, death certificate and name deletion form. For this shareholder are advised to contact their DP with whom they have opened demat account. We have explained this through below example:

Name printed on share certificate	Deceased shareholder name	Action required
First holder : A, 2 nd Holder : B 3 rd Holder : C	A	Shares can be demated in joint demat account opened in names B & C or C & B
First holder : A, 2 nd Holder : B 3 rd Holder : C	A & B	Shares can be demated in sole/single demat account of C
First Holder : A, 2 nd Holder : B	Any one A or B	Shares can be demated in sole/single demat account of A or B

3. TRANSFER OF SHARES (NOT APPLICABLE IF ALL SHAREHOLDERS ARE DECEASED):

Answer : We have explained this through below example :

Sl. No.	Situation	Action Required
1.	where all shareholders are surviving and you want to transfer shares in new person(s) names	Kindly visit our website www.masserv.com and refer downloads section (point no. 6) for detailed procedure and forms
2.	Where minimum one shareholder is surviving and you want to add new share holder name along with surviving shareholder(s) name.	kindly visit our website www.masserv.com and refer downloads section (point no. 6) for detailed procedure and forms. Please note you need to mention all shareholders name on share transfer form. In place of signature of deceased shareholder write "DECEASED" and attach Notarized or original death certificate.

4. TRANSMISSION OF SHARES (IN CASE OF DEATH OF ALL SHAREHOLDERS): kindly visit our website www.masserv.com and refer download section (point no. 10) for detailed procedure. If share certificate is missing then also see point no. 11 of download section.

5. CHANGE OF ADDRESS: Kindly send us change of address form and signature attestation form available on our website www.masserv.com under download section (point 9 and 7).