



REMINDER-II (FINAL)

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

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 and October 2018 (Reminder I) regarding above captioned subject matter. 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 back side) (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 enhanced 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.

THIS LETTER SHOULD BE TREATED AS LAST AND FINAL REMINDER IN THIS REGARD.

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