



IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION
MANDATORY UPDATE OF PAN AND BANK DETAILS AGAINST YOUR SHARE
HOLDING

Date:

Dear Shareholder(s),

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, Shareholders whose ledger folios do not have/have incomplete details with respect to PAN and Bank Account particulars are mandatorily required to furnish these details to the Issuer Company/RTA for registration in the folio. **As per our records, your folio needs to be updated with the PAN / Complete Bank Account details so that the investments held by you are in compliance with the aforementioned circular.**

You are hence requested to submit the following documents within 21 days of receipt of this communication:

- Enclosed Form duly filled in and signed by all the shareholders.
- Self-Attested Copy of Pan Card of all the shareholders,
- Cancelled Cheque Leaf with Name (if name is not printed on cheque - self-attested copy of first page of pass book) of all the shareholders and
- Address Proof (self-attested copy of Aadhaar-Card of all the shareholders)

Transfer of Shares compulsorily in Demat mode

As per amended Regulation 40(1) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 amended vide SEBI Notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018, **effective from December 5, 2018; securities of the listed companies can be transferred (except in case of transmission or transposition) only in the dematerialized form.**

In case if you have any queries or need any assistance in this regard, please contact;

Suchitra Finance & Trading Co. Ltd.

Regd. Office Address: B/ 306-309, Dynasty Business Park Opp. Sangam Cinema, A. K. Road, Andheri (E) Mumbai - 400059

Phones: (022) 6111 5222

Email-Id: suchitra@sangamgroup.com

Website: www.sftc.co.in

Thanking you,

For and by order of the Board of Directors of,
Suchitra Finance & Trading Co. Ltd.

Sd/-

Govinda Soni

Company Secretary

FORM FOR FURNISHING PAN AND BANK DETAILS

To,
Suchitra Finance & Trading Co. Ltd.
B/306-309, Dynasty Business Park, Opp. Sangam Cinema,
A. K. Road, Andheri (E) Mumbai - 400059

Dear Sir / Madam,

I/we hereby furnish our folio details along with PAN and Bank Account details for update in your records.

I/ we are enclosing herewith:

- 1) Self-attested copies of PAN Cards of all the Shareholder(s),
- 2) Original cancelled cheque leaf with name (if name is not printed on cheque - self attested copy of the first page of the pass book of the bank) and
- 3) Address Proof viz., Aadhaar Card of all the shareholder(s), duly self attested, as required for updation of the details :

Folio No.	
Address of the sole/first named shareholder as per the share certificate	
Mobile No.	
E-Mail Id	

Bank Account Details of Sole/First Shareholder: (for electronic credit of dividends)

Name of the Bank	
Name of the Branch	
Account Number (as appearing in your cheque book)	
Account Type (Please tick as applicable)	Saving <input type="checkbox"/> Current <input type="checkbox"/> Cash Credit <input type="checkbox"/>
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
11 Digit IFSC Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

	Name	PAN	Signature
First Holder			
JointHolder1			
JointHolder2			

Date:

Place:

NB: The above details will not be updated if the supporting documents are not attached and not duly signed by all the shareholders.