

KOTHARI SAMPLE
 KOTHARI PRODUCTS LTD.
 Pan Parag House 24/19, The Mall,
 Kanpur ,Uttar Pradesh, 208001
 CIN: L16008UP1983PLC006254
 Ph : 0512-2312171-74 & Fax : 0512-2312058
 Email: rkgupta@kothariproducs.in

REMINDER-I

Ref- 1
 SUNIL JAIN
 M/S MANIDHARI TRADING COMPANY NAI
 ABADI, NEAR SURAJ GAS AGENCY MANDSAUR (M.P.)

20, November, 2018

Subject : Seeking copy of PAN Card and Bank details

Folio No. / DP ID /Client ID : 7409

Dear Shareholder,

This has reference to our previous letter No..... datedon the captioned subject. In this connection we reiterate that Securities Exchange Board of India (SEBI) has vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018, has mandated the Company /Registrar & Transfer Agent (RTA) to obtain copy of PAN Card and Bank account details from all the shareholders holding shares in physical form. The same shall be updated in the records of the Company.

You are holding equity shares in the Company in physical form. Accordingly, you are requested to kindly furnish the following documents;
 (i) self-attested copy of your PAN card;
 (ii) Original cancelled cheque leaf with printed name / attested bank passbook showing the name of account holder(s);
 (iii) Annexure 'A' as attached.

You may send the above details latest by December 20, 2018 to the office of the Registrar & Transfer Agent of the Company i.e. Alankit Assignments Limited at 3E/7 Jhandewalan Extension, New Delhi - 110055.

Further, Sebi had vide notification SEBI/LAD-NRO/GN/2018/24 dated June 08, 2018 also mandated that transfer of shares of a listed company shall be in dematerialised form only with effect from December 4, 2018. Therefore, you are requested to get your physical shareholding dematerialised at the earliest.

We look forward to your timely and favourable response. In case you fail to furnish the required documents then we shall be taking the necessary actions against your shareholding in the Company, as may be advised by SEBI or any agency in this regard.
 In case you have already provided information, please ignore this letter.

Thanking you,

Yours faithfully,
 For KOTHARI PRODUCTS LTD.

Sd/-
 (Raj Kumar Gupta)
 CS & COMPLIANCE OFFICER

Ref. No.: Ref- 1 Annexure-A
 To
 Alankit Assignments Ltd
 Registrar & Ttransfer Agent,
 Unit: KOTHARI PRODUCTS LTD.
 Alankit Heights,
 3E/7, Jhandewalan Ext.,
 New Delhi- 110055 India

Dear Sir,
 I/we hereby furnishing the details as required by you. Kindly record the same and confirm :

Name of Shareholder (s)	SUNIL JAIN MANJU JAIN
Folio No.	7409
PAN (Enclose self-attested copy of PAN card/s of all holders)	
Bank Account No. (Enclose name printed original cancelled cheque /self attested copy of passbook with details of account holder printed)	
Name of Bank	
Branch Address	
IFSC No.	
MICR No.	
Email ID	
Mobile / Telephone number	
Name of Shareholder (s)	Signature of Shareholder (s)
I. SUNIL JAIN	
II. MANJU JAIN	
III.	