



**Subject: A. Updation of PAN Card and Bank Details**  
**B. Intimation for dematerialization of Shares**

Dear Member,

As per our records, you are the equity shareholder of the company. We would like to draw your kind attention to the following urgent matters arising out of SEBI Circulars, which require your immediate attention / action:-

**A. UPDATION OF PAN & BANK DETAILS**

SEBI vide its circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018, has mandated that every listed Company is required to update the PAN & Bank Details of the shareholders in its record. This will facilitate credit of the dividend directly in your bank account.

You are therefore, requested to submit the following documents immediately upon receipt of this letter to enable us update the Company records:

1. Enclosed format duly filled in and signed by all the Share holders
  2. Self-attested copy of Pan Card of all the Share holders
  3. Cancelled Cheque with name (if name is not printed, bank attested copy of the first page of pass book showing name of account holder) of the first holder
  4. Address proof (self-attested copy of Aadhaar-card / Electricity bill / Telephone bill / Passport) of the first holder
- (Note: In case you have already provided information, please ignore above point.)

**B. DEMATERIALISATION OF SHARES**

SEBI vide its circular No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 has mandated that w.e.f. December 5, 2018 no physical shares are allowed to be transferred (except in case of transmission or transposition of Shares) unless the securities are held in the dematerialized form. In the light of the same, shareholders are requested to kindly convert their physical shares in Demat form to avoid hassle in transfer of shares.

You are also requested to kindly update your e-mail ID so that future communications can be sent to you through e-mail.

You are requested to send the above details within 21 days from the date of this letter to the office of the Registrar & Transfer Agent of the company as mentioned below.

Registrar & Transfer Agent  
 M/s Alankit Assignments Limited  
 Alankit Heights, 1E/13, Jhandewalan Extension  
 New Delhi – 110055  
 Email : [rta@alankit.com](mailto:rta@alankit.com);  
 Telephones: +91 - 11 - 23541234, 42541234

Thanking you,

Yours faithfully,

For **SJVN Limited**

**Sd/-**  
 Soumendra Das  
**Company Secretary**

This being a computer generated letter, does not require any signature  
 Encl.: As above

To  
ALANKIT ASSIGNMENTS LIMITED  
Alankit Heights, 1E/13, Jhandewalan Extension  
New Delhi- 110055  
Unit: SJVN Limited

Dear Sir,

Updation of Shareholders Information as mandated by SEBI

I/We request you to record the following information against my/our Folio No:

General Information			
Folio No.:			
First Holder Name.:			
Second Holder Name.:			
Third Holder Name.:			
PAN: <i>Enclose self attested copy all holders/ joint holders</i>	Ist Holder Pan	IInd Holder Pan	IIIRD Holder Pan
E-mail id of First Holder:			
Mobile No. of First Holder:			
Bank details of First Holder			
Bank name:			
Bank Branch Address:			
Account Number (as appearing in cheque): #			
Bank A/c Type (Savings/Current/NRE/NRO):			
IFSC (11 digit) :			
MICR (9 digit) (as appearing in cheque) :			

#A blank cancelled cheque with name of the first holder is enclosed to enable verification of bank details.  
(Note: all enclosures are mandatory)

I/We hereby declare that the particulars given above are correct and complete

Signatures:

First holder	Second Holder	Third Holder

Date:

Place: