

Subject: - **Second reminder for Updating the KYC details and intimation to dematerialise physical securities.**

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 by which it has directed all the listed companies to record the PAN of all the shareholders and **Bank Account details** of registered shareholder. We request you to submit the relevant documents by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the KYC form **within 21 days from the date of this letter.**

Kindly refer the list of supporting documents to be submitted for updating your KYC details as per the table printed overleaf.

Sr.No	REQUEST TO BE UPDATED	SUPPORTING DOCUMENTS
A	PAN	<ul style="list-style-type: none"> Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none"> Self- attested legible copy of address proof. Any 1 from, a. Utility bill (not older than 3 months) b. Aadhaar Card c. Passport. Original cancelled cheque leaf of registered shareholder Legible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none"> Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- * Format for signature verification * Original cancelled cheque leaf Legible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
D	EMAIL ID	<ul style="list-style-type: none"> To be mentioned in KYC form printed overleaf
E	MOBILE NO.	<ul style="list-style-type: none"> To be mentioned in KYC form printed overleaf
F	NOMINATION	<ul style="list-style-type: none"> Nomination Registration form *

Note: -1. * The relevant formats are available on our website www.linkintime.co.in → Resources → Downloads → General → Formats for KYC.

2. Single copy of document is sufficient for updating multiple requests.

Further as per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09th July, 2018 shareholders are advised to **dematerialise their physical securities** since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be permitted from 05th December 2018. Further, SEBI Vide its notification dated 30th November, 2018 has now extended the time limit for conversion of physical form of shares into demat form from December 5, 2018 to March 31, 2019.

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Yours faithfully,
 For Link Intime India Pvt Ltd
 Sd/-
 Authorised Signatory

"This is a follow-up/reminder to our earlier letters dated 18/08/2018 & 30/10/2018. Please provide documents (marked "required" in the table given overleaf) which you may have omitted to send earlier. If you have not responded so far, do so now. Please ignore this letter if you have already complied".

KYC FORM

To
LinkIntime India Private Limited

Date : ___/___/___

C 101,247 Park,L.B.S.Marg,Vikhroli (West),Mumbai-400083

Folio No : **S000044**

Unit : **Take Solutions Limited**

No of Shares : 630



Dear Sir /Madam,

We refer to the current status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No (E)	Nominee Details (F)
SHANTA KALAKAPPAVAJJALAD	REQUIRED	REQUIRED	REGISTERED	REQUIRED	REQUIRED	REQUIRED

Based on the above data, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the above table.

A For registering PAN of registered shareholder and joint shareholders

- Registered shareholder
 Joint holder 1
 Joint holder 2
 Joint holder 3

B For registering Bank details of registered shareholder only

- Aadhaar/Passport/Utility bill
 Original cancelled cheque leaf
 Bank Passbook/Bank Statement

C For registering the Specimen Signature of registered shareholder and joint shareholders

- Affidavit
 Format for signature verification
 Original cancelled cheque leaf
 Bank Passbook/Bank Statement

D For updating the email id of registered shareholder only: _____

E For updating Mobile No. of registered shareholder only:

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F For registering the nominee details by the registered shareholder only: Nomination Registration form

Note:-1. Shareholders from Sikkim can provide self-attested copy of Aadhaar card/Voters Card /Driving License/Passport or any other identity proof as issued by Govt.

I/We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it.

Sign: _____
Registered holder

Sign: _____
Joint holder 1

Sign: _____
Joint holder 2

Sign: _____
Joint holder 3



EA794612799IN

Serial no : 1

SHANTA KALAKAPPAVAJJALAD
AT POST NIDAGUNDI KOPPA
TALUK RON
DISTRICT GADAG
KARNATAKA
0 - 0

Date of printing : 18/12/2018

Unit : **Take Solutions Limited**