



PUDUMJEE

## PUDUMJEE PAPER PRODUCTS LIMITED

Registered office: Thergaon, Pune -411033. Telephone

No.: 020-40773423 Fax No.: 020-40773388

E-mail: [investors.relations@pudumjee.com](mailto:investors.relations@pudumjee.com)

### **IMPORTANT & URGENT** **FOR YOUR IMMEDIATE ACTION** **REMINDER - 2**

Date : 6<sup>th</sup> August, 2018

Ref: PPAP/PAN/LET\_REF\_NO

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Dear Shareholder(s),

#### **Sub.: (1) Mandatory updation of PAN and Bank details against your physical holding\* (2) No physical transfers pursuant to SEBI- LODR notification dated 08<sup>th</sup> June, 2018**

(1) The Securities and Exchange Board of India vide its circular bearing no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018 mandated that the companies through their Registrar and Transfer Agents ("RTA") take special efforts for collecting copies of PAN and bank account details for the security of the holders holding securities in physical form.

Those security holders whose folio(s) do not have complete details relating to their PAN and Bank Account, or where there is any change in the bank account details provided earlier, have to compulsorily furnish the details to RTA/ Company for registration /updation.

As per the records available with us, your folio needs to be updated with the PAN/Bank Account details. You are therefore requested to submit the following to the RTA/ the Company within 21 days from the date of receipt of this Notice, to enable us to update the records.

#### **ACTION REQUIRED FROM YOU**

- Enclosed format duly filled in and signed by all the shareholders
- Self-attested copy of Pan Card of all the holders of the security
- Original Cancelled Cheque leaf with name (if name is not printed, self-attested copy of the pass book showing the name of the account holder) of the first holder
- Address proof (self-attested Electricity Bill / Aadhaar-card) of the first holder
- Any change in the name of the holders

(2) Shareholders may please be informed that, pursuant to SEBI LODR Amendment Regulations, dated 08<sup>th</sup> June, 2018 requests for transfer of securities in physical form shall not be entertained/processed w.e.f. 5<sup>th</sup> December, 2018, unless the securities are held in the dematerialized form with a depository. Hence investors are encouraged to demat their physical holding for any further transfer at the earliest.

In case if you have any queries or need any assistance, please contact:

<b>Pudumjee Paper Products Limited</b> Registered office : Thergaon, Pune -411033. Telephone No: 020-40773423 Fax No.: 020-40773388 E-mail: <a href="mailto:investors.relations@pudumjee.com">investors.relations@pudumjee.com</a>	M/s Karvy Computershare Pvt. Ltd. Unit : <b>Pudumjee Paper Products Limited</b> Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032. Toll Free No.: 1800-3454-001 E-mail : <a href="mailto:einward.ris@karvy.com">einward.ris@karvy.com</a>
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Thanking you,  
Yours faithfully,  
For **Pudumjee Paper Products Limited**

Sd/-

**Vinay Jadhav**  
Company Secretary  
Encl.:As above

\* Kindly ignore this communication for Sr. No. (1) in case you have already submitted the abovementioned required information/documents to the RTA/Company.

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