



# Merino Industries Limited

CIN: U51909WB1965PLC026556

Registered Office: 5, Alexandra Court, 60/1, Chowringhee Road, Kolkata: 700 020  
Phone: 033-2290-1214, Fax: 91-33-2287-0314, E-mail: merinokol@merinoindia.com  
Website: www.merinoindia.com

## IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

Sl. No.: Folio No.: Date: 28<sup>th</sup> September, 2018

To:

Dear Shareholder(s),

Sub: (1) Mandatory updation of PAN and Bank details against your physical holding  
(2) No physical transfers pursuant to Notification dated 10.09.2018 of MCA

The Securities and Exchange Board of India has by its circular dated 20<sup>th</sup> April, 2018 mandated to register PAN and Bank Account details for the security of the holders holding shares in physical form.

Please note that those shareholders 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 the Registrar and Share Transfer Agent of the 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 documents to the Company's Registrar and Share Transfer Agent C B Management Services (P) Ltd. at their following address to update the records immediately on receipt of the letter to enable us to update the records.

The following Documents are required:

1. Bank Mandate and Email Id Registration Form duly filled in and signed (Format attached)
2. Self attested copy of PAN of all the holders of the shares
3. Self attested copy of original cancelled Cheque leaf / photocopy of Bank pass book-statement
4. Address proof (self attested Aadhaar Card) of the first holder
5. Any change in the name of the holders

Address of the Registrar and Share Transfer Agent of the Company is as follows:

C.B Management Services (P) Ltd.  
P-22, Bondel Road, Kolkata-700 019  
Phone Nos.: (033) 4011 6700, 2280 6692 – 94  
Fax: (033) 2287 0263;  
Email: rta@cbmsl.com

**Further please be informed that, pursuant to the Notification dated 10<sup>th</sup> September, 2018 of Ministry of Corporate Affairs, Government of India (MCA) and the Companies (Prospectus and Allotment of Securities) Third Amendment Rules, 2018 the following Rule 9A inserted in the Companies (Prospectus and Allotment of Securities) Rules, 2014, after rule 9 which shall come in force on the 2<sup>nd</sup> day of October, 2018, namely:-**

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"9A. Issue of securities in dematerialised form by unlisted public companies-

(1) Every unlisted public company shall -

(a) issue the securities only in dematerialised form; and

(b) facilitate dematerialisation of all its existing securities in accordance with provisions of the Depositories Act, 1996 and regulations made there under.

(2) Every unlisted public company making any offer for issue of any securities or buyback of securities or issue of bonus shares or rights offer shall ensure that before making such offer, entire holding of securities of its promoters, directors, key managerial personnel has been dematerialised in accordance with provisions of the Depositories Act, 1996 and regulations made there under.

(3) Every holder of securities of an unlisted public company-

(a) who intends to transfer such securities on or after 2<sup>nd</sup> October, 2018, shall get such securities dematerialised before the transfer; or

(b) who subscribes to any securities of an unlisted public company (whether by way of private placement or bonus shares or rights offer) on or after 2<sup>nd</sup> October, 2018 shall ensure that all his existing securities are held in dematerialized form before such subscription.

According to the above notification of MCA, request for effecting transfer of securities shall not be processed unless the securities are held in Dematerialized form with the depository with effect from 2<sup>nd</sup> October, 2018. Therefore, please note that the Company will not be accepting any request for transfer of shares in physical form with effect from 2<sup>nd</sup> October, 2018.

Shareholders are accordingly, get in touch with any Depository Participant/Banker/Broker having registration with SEBI to open a Demat Account. You may also visit website of depositories viz. NSDL or CDSL for further understanding about the demat procedure

NSDL website: <https://nsdl.co.in/faqs/faq.php> (dematerialization)

CDSL website: <https://www.cdslindia.com/investors/open-demat.aspx>

**Shareholders, holding shares in physical form are requested to arrange the dematerialization of their shares at earliest to avoid any inconvenience in future for transacting those shares.**

Thanking you,

Yours faithfully,

For **Merino Industries Limited**

Sd/- Vinamrata Agrawal

**Company Secretary**

Encl: Bank Mandate and Email Id Registration Form.

**BANK MANDATE AND EMAIL ID REGISTRATION FORM**

To,

C B MANAGEMENT SERVICES (P) LTD.  
(Unit: Merino Industries Limited)  
P-22, Bondel Road  
Kolkata – 700 019

Dear Sirs,

I/We give my/our consent to update the following details in the records of Merino Industries Limited and to henceforth arrange all payments and other communications by electronic means in compliance with Companies Act, 2013:

Shareholder (s) Details		Bank Account Details of First Holder	
Folio No.		Bank Name	
Name of Shareholder(s)		Branch Address	
First Holder			
Second Holder			
Third Holder		Account No.	
PAN (First Holder)		Account Type	Savings/Current*
Email ID (First Holder)		IFSC	
Mobile No. (First Holder)		MICR Code	

\*Strike out whichever is not applicable

Date:

Signature(s)

First holder :

Second holder :

Third holder :

**Encl: Photocopy of PAN Card duly self attested/original cancelled Cheque leaf/photocopy of Bank pass book-statement duly self attested.**

\*In case of joint holdings please attach self- attested copies of PAN of all joint holders.