

## K I C METALIKS LIMITED

CIN: L01409WB1986PLC041169

**Regd. Office:** "Sir RNM House" 3B, Lal Bazar Street, 4<sup>th</sup> Floor, Room No. 2, Kolkata - 700 001

**Tel.:** +91-33-2210 3301; **Fax:** +91-33-4001-9636

**E-mail id:** info@kicmetaliks.com; **Website:** www.kicmetaliks.com

### **IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION** **Mandatory update of PAN and Bank details against your share holding**

#### **1<sup>ST</sup> REMINDER**

Date: 27.07.2018

Dear Shareholder(s),

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April, 2018, shareholders whose ledger folios do not have / have incomplete details with respect to PAN and Bank Account particulars are mandatorily required to furnish these details to the Issuer Company / RTA for registration in the folio. **As per our records, your folio needs to be updated with the PAN / Complete Bank Account details so that the investments held by you are in compliance with the aforementioned circular.**

You are hence requested to submit the following documents within 21 days of receipt of this communication:

- Enclosed Form duly filled in and signed by all the holders.
- Self-Attested Copy of Pan Card of all the holders,
- Cancelled Cheque Leaf with Name (if name is not printed on cheque - self-attested copy of first page of pass book) of all the holders and
- Address Proof (self-attested copy of Aadhaar-Card of all the holders)

#### **Transfer of shares compulsorily in Demat mode**

As per amended Regulation 40(1) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 amended vide SEBI Notification No. SEBI/LAD- NRO/GN/2018/24 dated June 8, 2018, **effective from December 5, 2018; securities of the listed companies can be transferred (except in case of transmission or transposition) only in the dematerialized form. In the light of the same, shareholders of the Company are kindly requested to convert their physical shares in Demat Form at the earliest.**

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

<b>Regd. Office:</b> "Sir RNM House" 3B, Lal Bazar Street, 4 <sup>th</sup> Floor, Room No. 2, Kolkata-700 001 Tel.: +91-33-2210 301 Fax: +91-33-4001-9636 E-mail id: info@kicmetaliks.com; Website: <a href="http://www.kicmetaliks.com">www.kicmetaliks.com</a>	<b>Registrar &amp; Share Transfer Agent</b> <b>S. K. Infosolutions Pvt. Ltd.</b> 34/1A, Sudhir Chatterjee Street, Kolkata – 700 006 West Bengal, India Phone : +91-33-2219-6797 Telefax : +91-33-2219-4815 E-mail : contact@skcinfo.com/skcdilip@gmail.com Website : <a href="http://www.skcinfo.com">www.skcinfo.com</a>
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Thanking you,

For and by order of the Board of Directors of,  
**K I C Metaliks limited**

**Ruchika Fogla**  
Company Secretary

**FORM FOR FURNISHING PAN AND BANK DETAILS**

To,  
**S. K. Infosolutions Pvt. Ltd.**  
34/1A, Sudhir Chatterjee Street  
Kolkata – 700 006  
West Bengal, India

**Unit: K I C Metaliks Limited**

Dear Sir / Madam,

**I/we hereby furnish our folio details along with PAN and Bank Account details for update in your records.**

I/we are enclosing herewith:

1. Self-attested copies of PAN Cards of all the holder(s),
2. Original cancelled cheque leaf with name (if name is not printed on cheque - self attested copy of the first page of the pass book of the bank) and
3. Address Proof viz., Aadhaar Card of all the holder(s), duly self attested, as required for updation of the details:

<b>Folio No.</b>	
<b>Address of the Sole/first named holder</b>	
<b>Mobile no.</b>	
<b>E-mail Id</b>	

**Bank Account Details of Sole /First holder: (for electronic credit of dividends)**

<b>Name of the Bank</b>						
<b>Name of the Branch</b>						
<b>Account Number</b> (as appearing in your cheque book)						
<b>Account Type</b> (Please tick as applicable)	<input type="checkbox"/>	<b>Saving</b>	<input type="checkbox"/>	<b>Current</b>	<input type="checkbox"/>	<b>Cash Credit</b>
<b>9 Digit MICR Number</b> (as appearing on the MICR cheque issued by the Bank)						
<b>11 Digit IFSC Code</b>						

	<b>Name</b>	<b>PAN</b>	<b>Signature</b>
<b>First Holder</b>			
<b>Joint Holder 1</b>			
<b>Joint Holder 2</b>			

**Date :**

**Place:**

**NB:** The above details will not be updated if the supporting documents are not attached and not duly signed by all the holders.