

IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION - Reminder - 2

Dear Shareholder(s),

Date: 26.11.2018

Sub.: Mandatory update of PAN and Bank details against your share holding and

Transfer of shares compulsorily in Demat mode w.e.f. 05-12-2018

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th 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 shareholders.
- Self-Attested Copy of Pan Card of all the shareholders,
- Cancelled Cheque Leaf with Name (if name is not printed on cheque - self-attested copy of first page of pass book) of all the shareholders and
- Address Proof (self-attested copy of Aadhaar-Card of all the shareholders)

Transfer of shares compulsorily in Demat mode:

Please note that the 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. With effect from December 5, 2018, except in case of transmission or transposition of securities, requests for effecting transfer of securities in physical mode shall not be processed.

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

Company Name : MONOTYPE INDIA LIMITED Regd. Office : 602, 6th Floor, "Raheja Chambers", 213, Nariman Point Mumbai- 400 021, Maharashtra Tel.: 022-40068190 Email id.: monotypeindiatld@gmail.com	<u>Registrar & Share Transfer Agent</u> Niche Technologies Pvt. Ltd. 3A Auckland Place 7th Floor, Room No. 7A & 7B Kolkata - 700017 Tel.: (033) 2280-6616 / 6617 / 6618 Email id: nichetechpl@nichetechpl.com Website: www.nichetechpl.com
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Thanking you,

**For and by order of the Board of Directors of,
Monotype India Limited**

**Sd/-
Sneha Soni**

FORM FOR FURNISHING PAN AND BANK DETAILS

To,
NICHE TECHNOLOGIES PVT. LTD.
3A Auckland Place
7th Floor, Room No. 7A & 7B
Kolkata -700 017

Dear Sir / Madam,

Unit : **Monotype India Limited**

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 Shareholder(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 shareholder(s), duly self attested, as required for updation of the details :

Folio No.	
Address of the sole/first named shareholder as per the share certificate	
Mobile No.	
E-Mail id	

Bank Account Details of Sole/First Shareholder : (for electronic credit of dividends)									
Name of the Bank									
Name of the Branch									
Account Number (as appearing in your cheque book)									
Account Type (Please tick as applicable)	Saving			Current			Cash Credit		
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank)									
11 Digit IFSC Code									

	Name	PAN	Signature
First Holder :			
JointHolder1 :			
JointHolder2 :			

Date:

Place:

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