



# MONOTYPE INDIA LIMITED

## **IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION**

Mandatory update of PAN and Bank details against your share holding

Dear Shareholder(s),

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)

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

<b>MONOTYPE INDIA LIMITED</b> <b>Regd. Off.:</b> 602, 6th Floor, "Raheja Chambers", 213, Nariman Point, Mumbai- 400 021, Maharashtra <b>Phone:</b> (022) 4006 8190 <b>Email ID:</b> <a href="mailto:monotypeindiatld@gmail.com">monotypeindiatld@gmail.com</a>	<u>Registrar &amp; Share Transfer Agent</u> <b>NICHE TECHNOLOGIES PVT. LTD.</b> D-511, Bagree Market, 5th Floor, 71, B.R.B. Basu Road, Kolkata - 700001 <b>Phone:</b> (033) 2234-3576, 2235-7270/7271 <b>Email ID:</b> <a href="mailto:nichetechpl@nichetechpl.com">nichetechpl@nichetechpl.com</a> <b>Website:</b> <a href="http://www.nichetechpl.com">www.nichetechpl.com</a>
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Thanking you,

For and by Order of the Board of Directors of  
**MONOTYPE INDIA LIMITED**

Sd/-

**Sneha Soni**  
Company Secretary

**FORM FOR FURNISHING PAN AND BANK DETAILS**

To  
**NICHE TECHNOLOGIES PVT. LTD.**  
D-511, Bagree Market, 5<sup>th</sup> Floor  
71, B.R.B. Basu Road, Kolkata -700 001

Dear Sir / Madam,

**Folio No. :**

**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:

<b>Folio No.</b>	
<b>Address of the sole/first named shareholder as per the share certificate</b>	
<b>Mobile No.</b>	
<b>E-Mail ID</b>	

**Bank Account Details of Sole/First Shareholder:** (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)	<b>Saving</b> <b>Current</b> <b>Cash Credit</b>
<b>9 Digit MICR Number</b> (as appearing on the MICR cheque issued by the bank)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11 Digit IFSC Code</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<b>Name</b>	<b>PAN</b>	<b>Signature</b>
<b>First Holder</b>			
<b>Joint Holder1</b>			
<b>Joint Holder2</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 shareholders.