

SATELLITE CORPORATE SERVICES PVT. LTD.



Registrar to an Issue & Share Transfer Agent in Category - 1, Reg. No. INR000003639
Correspondence Address: Unit No. 49, Bldg No.13-A-B, 2nd Floor, Samhita Commercial Co-Op. Soc. Ltd.,
Off Andheri Kurla Road, MTNL Lane, Sakinaka, Mumbai - 400 072.
Tel.: 91-22-28520461, 28520462 • Fax: 91-22-28511809 • E-mail: service@satellitecorporate.com
CIN No.: U65990MH1994PTC077057 • Website: www.satellitecorporate.com

Date: 26.11.2018

To,
Sr NO.:-
Folio No:-

Dear Sir/Madam,

Unit: **Polo Queen Industrial & Fintech Limited**

Sub:	Submission of self-attested copy of PAN Card and bank account details as required under SEBI circular no. SEBI/HO/ MIRSD /DOP1/CIR /P/2018/73 dated April 20, 2018
	Mandatory Dematerialization for transfer of securities pursuant to amendment to Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette Notification dated June 8, 2018
Ref:	Folio No.:
Reminder No.	2nd and Final Reminder.

(A) We refer to captioned SEBI circular dated April 20, 2018 directing your Company to seek PAN and bank account details of the shareholders who hold shares of the Company, in physical form. You are one of the shareholders of the Company, holding the shares of the Company in physical form. As per the records available with us, you have not submitted copy of your PAN card and/or bank account details in spite of our two earlier communications.

Hence, we request you to send the following document,

- (a) a self-attested copy of PAN card;
- (b) original cancelled cheque leaf of your bank account, on which your name is printed;

If point (b) above is not available, please send a copy of the passbook where your account details are printed, duly attested by your banker.

- (c) Enclosed format duly filled in and signed by all the shareholders;
- (d) Address proof (Self attested electricity bill/ aadhaar card etc.) in case of address change,

at the below mentioned address, **not later than 21 days** from the date of receipt of this notice

Satellite Corporate Services Private Limited:

Unit: Polo Queen Industrial & Fintech Limited

Unit No. 49, Building No. 13 AB, 2nd Floor, Samhita Commercial Co-Op Society Ltd, Off Andheri Kurla Road, MTNL Lane, Sakinaka, Mumbai - 400072

If you have already submitted above mentioned required information/documents to the RTA/Company, you may ignore Point (A) above.

(B) Please note that, pursuant to amendment to Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette Notification dated June 8, 2018, requests for transfer of securities of the Company in physical form shall not be entertained/processed, with effect from 5th December, 2018, unless the securities are held in the dematerialized form with a depository. Hence, we request you to demat your physical holding before any further transfer, at the earliest.

Thanking you,

Yours faithfully,
For Satellite Corporate Services Private Limited

Sd-
(Authorised signatory)

Encl: a/a

To,

**Satellite Corporate Services Private Limited:
Unit: Polo Queen Industrial & Fintech Limited
Unit No. 49, Building No. 13 AB, 2nd Floor,
Samhita Commercial Co-Op Society Ltd,
Off Andheri Kurla Road, MTNL Lane,
Sakinaka, Mumbai – 400 072**

Dear sir,

I/ We furnish below our folio details along with PAN and Bank mandate details for updation and confirmation of doing the needful.

I/we are enclosing the self-attested copies of PAN cards of all the holders, original cancelled cheque leaf, Bank pass book and address proof viz., Aadhaar card/Electricity Bill as required for updation of the details:

Name	
Folio No.	
Address of the 1st named shareholder as per the share certificate	
Mobile No	
E-Mail id	

Bank Account Details :	
Name of the Bank	
Name of the Branch	
Account Number (as appearing in your cheque book)	
Account Type (Saving / Current / Cash Credit)	
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification	
11 Digit IFSC Code	

CONSENT FOR RECEIVING DOCUMENTS IN ELECTRONIC MODE

The Ministry of Corporate Affairs (“MCA”), Government of India has taken a “Green Initiative in Corporate Governance” by allowing paperless compliances by Companies. We solicit your cooperation in helping the Company to implement the e-governance initiatives of the Government.

In view of above, I / We hereby give my / our consent to receive the documents such as Notice of Annual General Meeting, Audited Financial Statements, Balance Sheet, Profit & Loss Account, Directors’ Report, Auditors’ Report, Explanatory Statements, etc. in electronic mode.

	PAN No	Name	Signature
First Holder :			
Joint Holder 1 :			
Joint Holder 2 :			

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.