



**IMPORTANT & URGENT
FOR YOUR IMMEDIATE ACTION
Ref: unit code/PAN/Reminder-I // 2018**

Dear Shareholder(s),

Sub.: First Reminder for Mandatory updation of PAN, NECS, Bank details & email ID against your holding.

Pursuant to SEBI circular dated 20th April, 2018, shareholders whose ledger folios doesn't have / having incomplete details with regard to PAN and Bank particulars are required to compulsorily furnish the details to the RTA for registration in the folio.

As per the records with RTA, your folio needs to be updated with the PAN / complete Bank details so that the investments held by you will be fully protected with proper KYC compliance.

ACTION REQUIRED FROM YOU

You are requested to submit the following to update the records immediately on receipt of the letter

- * Enclosed format to be duly filled in and signed.
- * Self-attested copy of Pan Card.
- * Cancelled Cheque leaf with name (if name is not printed, self-attested copy of the pass book first page)
- * Address proof (self-attested Aadhaar-card)
- * Email address of the First / Sole Holder.

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

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| MCS Share Transfer Agent Limited Ahmedabad Branch : 101, Shatdal Complex, Opp. Bata Showroom, Ashram Road, Ahmedabad - 380009, Gujarat, INDIA. SEBI Regn. No.: INR000004108 Tel No: 079-26582878, Fax No: 079-26581296 E-mail Id: helpdeskahmd@mcsregistrars.com Website: www.mcsregistrars.com | Mr. Mukesh Tiwari – Company Secretary & Compliance Officer. B-209, 2 nd Floor, Mondeal Square, Nr. Prahaladnagar Garden, Prahaladnagar, Ahmedabad - 380015, Gujarat, INDIA. Tel. No.: 079-48900690 E mail Id: cs@palcometals.com |
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For Palco Metals Limited.,

Sd/

Mukesh Tiwari

Company Secretary & Compliance Officer

FORMAT FOR FURNISHING THE PAN , NECS, BANK DETAILS & EMAIL ID

Reference No: (pre-filled)

To

MCS Share Transfer Agent Limited
Ahmedabad Branch
101, Shatdal Complex,
Opp. Bata Showroom, Ashram Road,
Ahmedabad - 380009, Gujarat, INDIA.

Dear Sir,

Unit: Palco Metals Limited

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 as required for updation of the details:

| | | | |
|--|--------|------|-----------|
| Folio No. | | | |
| Address of the Ist named shareholder as per the share certificate | | | |
| Mobile No | | | |
| E-Mail id | | | |
| Bank Account Details : (for electronic credit of unpaid dividends and all future dividends) | | | |
| 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 | | | |
| | PAN No | Name | Signature |
| First Holder | | | |
| Joint Holder 1 | | | |
| Joint Holder 2 | | | |

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