



# BENGAL TEA & FABRICS LIMITED

CIN: L51909WB1983PLC036542

Regd. Office: Century Towers, 4th Floor, 45, Shakespeare Sarani, Kolkata – 700 017

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E-Mail: investor@bengaltea.com, Website: www.bengaltea.com

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

REF : BTFL/SHAREHOLDERS CORRESPONDENCE/2018-19

Date: 9<sup>th</sup> August, 2018

Dear Shareholder

**Re : Folio Nos. /DP ID-CLIENT ID:**

**Sub : Updation of Shareholders' details in the records of the Company**

We observe from our records that you are holding shares in our Company. In this connection, we draw your kind attention to our earlier letter dated 10<sup>th</sup> July, 2018 sent by registered post, to which there was no response. However, we are once again reminding you to get your response on the following:

### **Updation of Bank Mandate, PAN and contact details**

As per the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April, 2018 it has become mandatory for all listed Companies to make payment of dividend, if declared, to the investors through electronic mode and to maintain updated Bank details of the investors. In order to facilitate speedy disbursement of dividend to your bank account and speedy communication, we request you to kindly fill up the form sent to you with your personal bank account details along with an Original cancelled Cheque leaf bearing name of Account Holder/Photocopy of Bank pass book statement duly self attested showing name of account holder, contact details, copy of PAN (self-attested), sign the form to give your consent to receive all future communications in electronic mode and arrange to dispatch the same directly to our RTA, viz.:

CB MANAGEMENT SERVICES (P) LTD.  
(UNIT : BENGAL TEA & FABRICS LIMITED)  
P-22, BONDEL ROAD, KOLKATA 700019

### **Transfer of Shares in Physical mode to be discontinued**

SEBI vide Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June, 2018 and BSE vide Circular no. LIST/COMP/15/2018-19 dated 5<sup>th</sup> July, 2018 has mandated that except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in dematerialized form with a depository w.e.f. 5<sup>th</sup> December, 2018. You are, therefore, requested to convert your shares from physical to demat mode at the earliest, to comply with the legal provisions for transfer of shares prescribed by the Securities and Exchange Board of India. In case you do not have any demat account, you may contact your nearest Depository Participant (DP), who will guide you in opening the same.

Those who are holding shares in dematerialised form are requested to submit the details only to their respective Depository Participants (DP), where they are maintaining their Demat account at the earliest.

You are requested to revert back soonest possible with the required details but not later than twenty-one days from the date of this letter.

Your kind co-operation in this matter is solicited.

Thanking you,

Yours faithfully,

For **Bengal Tea & Fabrics Limited**

Sd/-

**Sunita Shah**

*Company Secretary*

## FORMAT FOR FURNISHING THE PAN AND BANK DETAILS

To  
M/s CB MANAGEMENT SERVICES P LTD  
(UNIT : BENGAL TEA & FABRICS LIMITED)  
P-22, BONDEL ROAD  
KOLKATA 700019  
(For physical holders)

To .....

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(Name & address of DP for Demat holders)

Dear Sirs,

I/We give my/our consent to update the following details in the records of Bengal Tea & Fabrics Limited and to henceforth arrange all payments and to make other communications by electronic means in compliance with the circulars as referred to in the letter dated 9/08/2018 received in respect of equity shares of BENGAL TEA & FABRICS LIMITED.

Shareholder Details	Bank Account Details of First Holder	
Folio No. /DP ID-Client ID:	Bank Name	
Name of Shareholder(s)	Branch Address	
First Holder		
Joint Holder 1		
Joint Holder 2	Account No.	
Email ID (First Holder)	Account Type	Savings / Current / Cash Credit*
Mobile No. (First Holder)	IFSC Code :	
	MICR Code :	

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

\*Strike out whichever is not applicable

Date:

Place:

**Encl:** Photocopy of PAN card duly self attested/ Original cancelled Cheque leaf bearing name of Account Holder/Photocopy of Bank Pass Book Statement duly self attested showing Name of Account Holder.