



BALRAMPUR CHINI MILLS LIMITED

REGD. OFF. : "FMC FORTUNA" 2ND FLOOR, 234/3A, A. J. C. BOSE ROAD, KOLKATA - 700 020
PHONE : 2287-4749 FAX : (033) 22873083 / 22808874 GRAM : BALSUCO, CALCUTTA
Email : bcml@bcml.in • Internet Website <http://www.chini.com> • CIN - L15421WB1975PLC030118

6th August, 2018

National Stock Exchange of India Limited Listing Deptt., Exchange Plaza, 5th Floor, Plot No. C/I, G Block, Bandra Kurla Complex, Bandra (E) Mumbai- 400051	BSE Limited The Corporate Relationship Department 1st Floor, New Trading Wing, Rotunda Building, Phiroze Jeejeebhoy Towers Dalal Street, Fort, Mumbai- 400001	The Calcutta Stock Exchange Limited 7, Lyons Range, Kolkata – 700 001
Scrip Code: BALRAMCHIN	Scrip Code: 500038	Scrip Code: 12012

Dear Sir/Madam,

Subject: **Letters sent to the shareholders holding shares in physical form**

Pursuant to Regulation 30 read with Schedule III Part A (Para A) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we hereby enclose a copy of the letter dated 18th July, 2018 sent to the shareholders, holding shares in physical form, on 4th August, 2018, informing them about Circular No. LIST/COMP/15/2018 issued by BSE Limited and Circular No. NSE/CML/2018/26 issued by National Stock Exchange of India Limited to convert their shareholding in dematerialization form.

The same has been sent along with the Annual Report through Speed Post/ Courier.

Yours faithfully,

For Balrampur Chini Mills Limited

Nitin Bagaria
(Company Secretary)

Balrampur Chini Mills Limited

CIN: L15421WB1975PLC030118

Registered Office: FMC Fortuna, 2nd Floor,
234/3A, A.J.C. Bose Road, Kolkata – 700 020
Tel: +91 33 2287 4749 Fax: +91 33 2287 3083
Email: bcml@bcml.in, Website: www.chini.com



IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

Dear Shareholder(s),

Sub: Mandatory updation of PAN and Bank details against your physical holding

The Securities and Exchange Board of India (SEBI) has by its Circular No. SEBI/HO/DOP1/CIR/P/2018/73 dated 20th April, 2018 mandated that the companies through their Registrar and Transfer Agents ("RTA") shall take special efforts for collecting copies of PAN and bank account details for the security holders holding securities in physical form.

Those security holders whose folio(s) do not have complete details relating to their PAN and Bank Account, or where there is any change in the bank account details provided earlier, have to **compulsorily** furnish the details to RTA/ Company for registration /updation.

As per the records available with us / our RTA (Karvy Computershare Pvt. Ltd.), your folio needs to be updated with the PAN/Bank Account details. You are, therefore, requested to submit the following to update the records immediately on receipt of this letter to enable us to update the records.

ACTION REQUIRED FROM YOU

- Please fill the enclosed format and ensure it is signed by all the shareholders
- Self-attested copy of Pan Card of all the holders of the security
- Cancelled Cheque leaf with name (if name is not printed, self-attested copy of the bank pass book showing the name of the account holder) of the first holder
- Address proof (self-attested Aadhaar-card) of the first holder
- Documents supporting any change in the name of the holders

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

M/s Karvy Computershare Pvt. Ltd.
Unit : Balrampur Chini Mills Limited
Karvy Selenium Tower B, Plot 31-32,
Gachibowli, Financial District, Nanakramguda,
Hyderabad – 500 032
Toll Free No.: 1800-3454-001
Email : einward.ris@karvy.com

Thanking you,

Yours faithfully,

For Balrampur Chini Mills Limited

Sd/-

Nitin Bagaria

Company Secretary & Compliance Officer

(Please ignore this communication, if you have already furnished the above details or you are already holding shares in demat form)

Balrampur Chini Mills Limited

CIN: L15421WB1975PLC030118

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234/3A, A.J.C. Bose Road, Kolkata – 700 020
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Email: bcml@bcml.in, Website: www.chini.com



18th July, 2018

Dear Shareholder(s),

Subject: Stock Exchange Circulars to Listed Companies – Amendment to Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018 (“SEBI Listing Regulations”).

Ref: Circular No. LIST/COMP/15/2018 dated July 5, 2018 issued by BSE and Circular No. NSE/CML/2018/26 dated July 9, 2018 (hereinafter collectively referred to as “Stock Exchange Circulars”).

In terms of the Stock Exchange Circulars informing about amendment to Regulation 40 of SEBI Listing Regulations, SEBI has mandated that transfer of securities would be carried out in dematerialized form only.

According to the Stock Exchange Circulars, request for effecting transfer of securities shall not be processed with effect from December 5, 2018 unless the securities are held in the Dematerialized form with the depository. Therefore, please note that RTA and the Company will not be accepting any request for transfer of shares in physical form with effect from December 5, 2018. This restriction shall not be applicable to the requests received for transmission or transposition of physical shares.

You may access the Stock Exchange Circulars using the following links:

<https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir>

https://www1.nseindia.com/content/equities/NSE_Circular_09072018.zip

Shareholders are accordingly advised to get in touch with any Depository Participant having registration with SEBI to open a Demat account or alternatively, contact any office of the nearest Karvy branch to guide you in the demat procedure.

You may also visit website of the depositories viz., NSDL or CDSL for further understanding about the demat procedure:

NSDL website: <https://nsdl.co.in/faqs/faq.php> (dematerialization)

CDSL website: <https://www.cdslindia.com/investors/open-demat.aspx>

Shareholders holding shares in physical form are requested to arrange the dematerialization of the said shares at earliest to avoid any inconvenience in future in transferring those shares.

Thanking you,

Yours faithfully,

For Balrampur Chini Mills Limited

Sd/-

Nitin Bagaria

Company Secretary & Compliance Officer

(Please ignore this communication if you are already holding shares in demat form)

Frequently asked questions on Dematerialisation

A. What are the benefits of Dematerialisation of shares?

Shares held in DEMAT form have several advantages and helps eliminate many problems that investors have to face while dealing with securities. They minimise paperwork that is involved with the ownership, trading, and transfer of securities. It facilitates faster transactions and makes trade of securities extremely convenient. There are a wide range of advantages associated with a DEMAT account such as:-

- a. The risks pertaining to physical certificates like loss, theft, forgery and damage are eliminated completely with a DEMAT account.
- b. The lack of paperwork enables quicker transactions and higher efficiency in trading including immediate transfer of shares and faster settlement cycle.
- c. Ease in portfolio monitoring
- d. The shares that are created through mergers and consolidation of companies are credited automatically in the DEMAT account.
- e. There is no need to pay stamp duty on transfer of securities thereby bringing down the cost of transaction significantly.

B. How do I open an account with a Depository and will I be periodically informed about the movement in my electronic account?

You may open an account with a depository participant ('DP') of your choice. As an investor you will interact with National Securities Depository Limited (NSDL) or Central Depository Services Limited (CDSL) through your Depository Participant. Your DP will allot you an account number which will serve as a reference for all your future dealings with them.

Your DP will update your account after each transaction, and would periodically furnish you with a statement of holding. You may verify this with them at the time of opening your electronic account.

C. How do I convert my paper/physical certificates into an electronic holding? [Dematerialisation]

To dematerialize your holding, you should first have an account with a DP of your choice. You may then hand over to your DP, the certificates along with the 'Dematerialisation Request Form' (DRF). Only the securities registered in your name can be submitted for dematerialization. Your DP will then send the DRF and the certificates to the Registrar and Share Transfer Agent of the Company (RTA) and an electronic request will also be sent through the NSDL/CDSL network reconfirming the same. RTA will verify the documents and if found in order, the dematerialization request will be confirmed to NSDL/CDSL who will in turn inform your DP. In the books of the Company, your folio will be debited and the account of NSDL/CDSL will be credited in respect of such dematerialized securities. NSDL/CDSL in their electronic records will credit the account of your DP who will then credit your account with the number of securities that have been dematerialized and the securities will thereafter be held in electronic form. This process would take approximately 15-20 days.

D. How do I trade (buy/sell) in electronic form?

You may buy and sell securities in electronic form through the depository by co-ordinating with your broker and your DP. Such transactions would be simpler and faster. Payments for such transactions would be made in the same way as is done for physical certificates. Securities purchased in electronic form are credited to your account on the very next day of payout with no formalities of filing transfer deeds or applying to the Company for registration.

Such transactions are not routed through the Company and the debit/credit takes place directly in the Depository System. However, corporate benefits would be paid to the person holding such securities on the Record date/Book closure date as applicable.



FORMAT FOR FURNISHING THE PAN AND BANK DETAILS

To

Karvy Computershare Private Limited

Karvy Selenium Tower B, Plot 31-32,
Gachibowli, Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Unit: Balrampur Chini Mills 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 last 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)	10 – Saving			11 – Current			13 – 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	Name	Signature
FirstHolder :			
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.