



# Seshasayee Paper and Boards Limited

Regd Office & Works : Pallipalayam, Namakkal District,  
Erode - 638 007, Tamilnadu, India, Ph : 91 - 4288 - 240221 to 240228  
Fax: 91 - 4288 - 240229 email : edoff@spbltd.com Web : www.spbltd.com  
CIN : L21012TZ1960PLC000364

**Ref: SH/ S 6/ 698**

**2018 08 06**

The Manager  
Listing Department  
National Stock Exchange of India Limited  
Exchange Plaza, 5<sup>th</sup> Floor,  
Plot No C/1, G Block  
Bandra - Kurla Complex, Bandra (E)  
Mumbai 400 051

Dear Sir,

**Sub: Letter 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 enclose a copy of the letter sent to shareholders, holding shares in physical form, informing them to update their PAN and Bank Account details and to convert their shareholding in dematerialised form.

We request you to take the above on your records.

Thanking you,

Yours faithfully  
**For Seshasayee Paper and Boards Limited**

**(V PICHAI)**  
**Deputy Managing Director & Secretary**

Encl: As above



# Seshasayee Paper and Boards Limited

Regd. Office : Pallipalayam, Namakkal District,  
Cauvery RS PO, Erode - 638 007

Ph : 91-4288-240221 to 240228, Fax : 91-4288-240229

Email : investor@spbltd.com, Web : www.spbltd.com

CIN: L21012TZ1960PLC000364

Dear Shareholder(s),

## **Sub: Updation of PAN, Bank account details, Email address and Dematerialisation of Shares**

This is to inform you that Securities and Exchange Board of India (SEBI) vide circular No. SEBI/HO/MIRSD/ DOP1/CIR/P/2018/73 dated April 20, 2018 has mandated all listed Companies to update the Permanent Account Number (PAN) and Bank account details of all shareholders who are holding shares in physical form. As per our record, PAN and Bank details have not been updated for your folio. Hence, we request you to send us the enclosed form, duly filled and signed by all shareholders (including joint holders, if any) along with the following documents to our Registrar and Share Transfer Agent within 15 days from the date of this letter.

- (1) Self attested copy of PAN card of all shareholders including joint holders.
- (2) Original Cancelled Cheque Leaf bearing the name of Sole / first named shareholder (or) attested copy of Bank passbook
- (3) If any change in your address, please send Photocopy of Aadhaar, Election ID, Passport, Ration card, Driving License of the 1<sup>st</sup> Shareholder self attested.

Further, the Companies Act, 2013 and Rules made thereunder, provides for sending all documents, notices convening general meetings, audited financial statements, directors' report, auditors' report and every other documents required by law to be annexed or attached thereto etc., in electronic form to the registered e-mail address of the Shareholders. In terms of Regulation 36 (1) (a) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the listed entity shall send soft copies of full annual report to all those shareholder(s) who have registered their e-mail address(es) for the purpose. In order to receive all the correspondence from us by e-mail, you may kindly mention your e-mail id, which will be registered with us as your registered e-mail id for sending all correspondence by e-mail to you.

Also, on 8<sup>th</sup> June 2018, SEBI vide its notification No. SEBI/LAD-NRO/GN/2018/24 had amended the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), which states 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 dematerialised form with a depository."

As such, SEBI had mandated transfer of shares in dematerialised form alone. This comes into effect from 5<sup>th</sup> December 2018 and hence you are requested to take note of it and take necessary steps to dematerialise your shares that are held in physical form.



For any information or query related to opening of Demat account and obtaining PAN, share holders are requested to contact the Company's Registrar and Transfer Agent

M/s Integrated Registry Management Services Private Limited  
Unit : Seshasayee Paper and Boards Limited  
2nd Floor, Kences Towers,  
No. 1 Ramakrishna Street,  
North Usman Road,  
T Nagar, Chennai - 600 017.  
Phone -044-28170801-3  
Fax 044-28142479  
Email : kalyan@integratedindia.in

We seek your co-operation in this regard.

**For SESHASAYEE PAPER AND BOARDS LIMITED**

**V PICHAI**

**DEPUTY MANAGING DIRECTOR & SECRETARY**

Encl : As above

**To:**

**Integrated Registry Management Services Private Limited**

Unit: Seshasayee Paper and Boards Limited  
2nd Floor, Kences Towers, No. 1 Ramakrishna Street,  
North Usman Road, T Nagar, Chennai - 600 017.

**Folio No:**

**PERMANENT ACCOUNT NUMBER(PAN) AND BANK ACCOUNT UPDATION FORM**

SHAREHOLDER(S) NAME	PAN												
1													
2													
3													
<b>PARTICULARS OF BANK ACCOUNT OF FIRST / SOLE SHAREHOLDER</b>													
Name of the Bank													
Account Number of First / Sole Shareholder													
Account Type	Savings / Current												
Branch full address with pincode													
MICR Code (9-Digit Code Number of the Bank and Branch appearing on the MICR cheque issued by the Bank)													
IFSC of Bank Branch													
Mobile/ Phone No. of First / Soleholder													
Address of First / Soleholder													
Email ID of First / Soleholder													

I / we, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I / we, would not hold the user institution responsible.

Place :

Date :

Signature of Shareholder(First / Sole)	
Signature of Joint Holder 1 (if any)	
Signature of Joint Holder 2 (if any)	

Encl :

- (1) Photocopy of PAN Card of registered shareholders (including joint holders) - self attested
- (2) Original Cancelled Cheque Leaf showing First/Sole Holder name as Account Holder. In case, the shareholder is not in a position to submit "cancelled cheque leaf", please submit Copy of Bank Pass Book (1st page and Current Transaction page) / Bank Account Statement duly attested by Concerned Bank Manager.
- (3) Photo copy of Aadhaar / Election ID / Passport / ration Card / Driving License as address proof of the first shareholder - self attested.

Share holders are requested to get the specimen signature attested by their Bank Manager, in case of any change in their signature.

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**Certificate of the Shareholder's Bank**

Certified that the particulars furnished above are correct, as per our records.

Date :

Signature of the Authorised Official of the Bank

(Please affix Bank Seal with Identity Number of Bank Official)