



# GUJARAT POLY ELECTRONICS LIMITED

CIN : L21308GJ1989PLC012743

7, JAMSHEDJI TATA ROAD, CHURCHGATE RECLAMATION, MUMBAI-400 020.

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HO:GPEL:52/2019

29<sup>th</sup> March, 2019

Bombay Stock Exchange Ltd  
P.J.Towers, Rotunda Building  
Dalal Street, Fort  
Mumbai 400 001.

**Company Code: 517288**

Dear Sir,

**Sub: Intimation of KYC updation to the Shareholders and request for dematerialization of Securities.**

we hereby wish to inform that pursuant to SEBI circular dated April 20, 2018, ref. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73, the Intimation letter along with KYC form has been given to the shareholders on 16<sup>th</sup> July, 2018 requesting them to submit their PAN and Bank Account details for updation of their data in Company records, subsequently 1<sup>st</sup> reminder and final reminder for same has been also sent to shareholders on 3<sup>rd</sup> October, 2018 and 19<sup>th</sup> March, 2019 respectively.

Further, pursuant to BSE circular No - LIST/COMP/15/2018-19 dated 5th July, 2018 letter has been sent to the shareholder on 3<sup>rd</sup> October, 2018 who are holding shares of the company in physical mode, Disclosure intimating about the recent amendment to regulation 40 of SEBI (Listing obligation and Requirements) regulation, 2015 with respect to mandatory dematerialization for transfer of securities and the final reminder for the same were sent on 19<sup>th</sup> March, 2019.

Kindly take this on record.

Thanking you,

Yours faithfully,  
For Gujarat Poly Electronics Limited,

(D. H. Upadhyaya)  
Company Secretary & Compliance Officer  
ACS No: 15068

Subject: - Updating the necessary KYC details of registered and/or joint holders holding shares in physical form.

Dear Sir/Madam,

We refer to the SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, in which SEBI has directed all the listed Companies to record the PAN and BANK ACCOUNT details of all their shareholders holding shares in physical mode through their RTA. Accordingly your Company has initiated steps for registering the PAN details of all the shareholders (including joint holders if any) and the BANK ACCOUNT details of the registered shareholder.

We would like to register other KYC details such as email id, mobile number, specimen signature and nomination. Your present status of each requirement is provided in the KYC form. In this context, we request you to kindly fill in the details as mentioned in the KYC form and forward the same along with all the supporting documents based on requirements considering the below mentioned points.

**A. For updating PAN of the registered and/or joint shareholders:**

- Self-attested legible copy of PAN card (exempted for Shareholders from Sikkim)

**B. For updating Bank Account details of the registered shareholder:**

**1. In cases wherein the original cancelled cheque leaf has the shareholder's name printed**

- For address proof: Self-attested legible copy of Aadhar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.

OR

**2. In cases wherein the cancelled cheque leaf does NOT contain the shareholder's name printed on it**

- For address proof: Self-attested legible copy of Aadhar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

**C. For updating the Specimen signature of the registered and/or joint shareholders:**

- Affidavit duly notarised on non-judicial stamp paper of RS. 100/- (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature- Affidavit for change of signature).
- Banker's verification: (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature-format for signature verification)
- Original cancelled cheque containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same Bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation. (if the cancelled cheque leaf does not contain shareholder's name).

**D. For registering Email id of registered shareholder:** Email-id of the registered shareholder for all future communication in electronic mode (Go Green Initiative).

**E. For registering Mobile No. of registered shareholder:** Mobile no. of registered shareholder for future direct communication

**F. For registering Nominee by the registered shareholder (if any):** You are requested to register the Nomination (Form SH-13) to your folio. Nomination form is available on our website at [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Downloads-General-Nomination.

We request you to kindly forward KYC form duly filled in, along with copies of supporting documents for all the "Required" remarks within 21 days from the date of this letter. Single copy of supporting document is sufficient for updating multiple subjects.

In the absence of response, enhanced due diligence will be applicable.

Inclined to serve you with the best of our services!!

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

This is a computer generated letter and hence no signature required

*In the interest of Shareholders, we recommend you to convert your physical shares into dematerialised form as a matter of security and for seamless trading in securities.*





अन्तर्देशीय पत्र कार्ड  
INLAND LETTER CARD

ILC  
400083 19.03.2019  
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7 JAMSHEDJI TATA ROAD  
CHURCHGATE RECLAMATION  
BOMBAY

MUMBAI - 400020



भेजनेवाले का नाम और पता

Sender's Name and Address

**LINK** Intime

LINK INTIME INDIA PVT. LTD.

Unit : Gujarat Poly Electronics Limited

C-101, 247 Park, L.B.S Marg, Vikhroli (West), Mumbai 400 083.

Tel: 022-4918 6270

E-mail : [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in); Website : [www.linkintime.co.in](http://www.linkintime.co.in)

SEBI Regn. No. : INR000004058

Mobile App - bLink

KYC FORM Unit : Gujarat Poly Electronics Limited

Name: ~~MUMBAI LIMITED~~

Date of printing : 13/03/2019

Folio No : 00034214

No.Of Shares : 853

Your current status is mentioned in the table given below :

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No (E)	Nominee Details (F)
<del>MUMBAI LIMITED</del>	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED