

SBEC SYSTEMS (INDIA) LIMITED

CIN: L74210DL1987PLC029979

Regd Off: 1400, Hemkunt Tower, 98, Nehru Place, New Delhi-110019

T.:011-42504842, Email id : sbecsystems@rediffmail.com, Website : www.sbecsystems.com

Date: 31.07.2018

Dear Shareholder,

Sub: Updation of PAN, Bank account details, Email address and Dematerialization of Shares

Pursuant to SEBI circular dated 20th April 2018, shareholders whose ledger folios do not have or having incomplete details with regard to PAN and Bank particulars are required to compulsorily furnish the details to the RTA or Company for registration in the folio. **As per the records with RTA your folio needs to be updated with the PAN/Complete Bank details to complete the KYC compliance.**

ACTION REQUIRED FROM YOU:

You are requested to submit the following documents, immediately on receipt of this letter to enable us to update the records:

- Enclosed format duly filled in and signed by all the shareholders
- Self-attested copy of PAN Card of all the shareholders
- Cancelled cheque leaf with name (if name is not printed, attested copy of the pass book first page) of the shareholder by banker.
- Address proof (self-attested Aadhaar Card)

Also, on 8th June 2018, SEBI vide its notification No. SEBI/LAD-NRO/GN/2018/24 had amended the SEBI (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 the dematerialized form with a depository."

As such, SEBI had mandated transfer of shares in dematerialized form alone. This comes into effect from December 2018 and hence you are requested to take note of it and take necessary steps to dematerialize your shares that are held in physical form.

We seek your co-operation in this regard.

In case of any queries or assistance in this regard, please contact:

<p>SBEC SYSTEMS (INDIA) LIMITED 613, Modi Tower, 98 Nehru Palace, New Delhi-110019 Phone: 011-42504878, 42504842 Email: sbecsystems@rediffmail.com Website : www.sbecsystems.com</p>	<p>REGISTRAR & SHARE TRANSFER AGENT Beetal House , 3rd Floor, Behind Local Shopping Complex 99, Madangir New Delhi –110062 Ph. No. 011- 29961281-82 Email:beetal@beetalfinancial.com</p>
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Thanking You,

Yours faithfully,

For SBEC Systems (India) Limited**Priyanka Negi****Company Secretary**

Encl. As Above

This is a computer generated letter and does not require signature

To,
The Company Secretary
SBEC Systems (India) Limited
613, Modi Tower, 98 Nehru Palace,
New Delhi-110019

To,
The Registrar & Share Transfer Agent
Beetal House, 3rd Floor, Behind Local
Shopping Complex 99, Madangir
New Delhi-110062

Folio No. :

PERMANENT ACCOUNT NUMBER (PAN) AND BANK ACCOUNT UPDATION FORM

SHARE HOLDER (S) NAME	PAN									
1										
2										
3										
PARTICULARS OF BANK ACCOUNT OF FIRST /SOLE SHAREHOLDER										
Name of the Bank										
Branch										
Account No.										
Account Type	Savings / Current									
MICR Number (9-Digit Code Number of the Bank and Branch appearing on the cheque issued by the bank)										
IFSC Code of Bank Branch										
Mobile No. of First / Sole holder (Phone/Mobile No.)										
Email ID of first / Sole holder for serving all future communication including Annual Report, AGM Notice etc.										

(Please attach a blank "cancelled" cheque leaf)

I, 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 would not hold the user institution responsible.

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

Date : _____

Place : _____

1. Self-attested copy of PAN Cards 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. Shareholders are requested to get the specimen signature attested by their bank manager, in case of any change in their signature

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) certified by concerned Bank Manager as under :

Certificate of the Shareholder's Bank

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

Date : _____

Signature of the Authorized Official of the Bank

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