

**2<sup>nd</sup> & FINAL  
REMINDER**

REF : KKPL/SHAREHOLDERS CORRESPONDENCE/2018-19

Date: 12<sup>th</sup> September, 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 physical mode in our Company. In this connection, we draw your kind attention to our earlier letter dated 13<sup>th</sup> July, 2018 and 12<sup>th</sup> August, 2018 which were sent to you, to which there was no response/action taken from your end. However, we are once again reminding you in the hope of response/ necessary action from your end 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 is recommended that listed Companies 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 enclosed form and also attach therewith copy of PAN (self-attested) and Original cancelled Cheque leaf bearing name of Account Holder or a duly self attested Photocopy of Bank pass book statement showing name of account holder-in order to provide/update your personal bank account details, contact details,.Kindly also sign the form as a token of your consent to receive all future communications in electronic mode, at details provided by you and thereafter arrange to dispatch the same directly to our RTA, viz,:

CB MANAGEMENT SERVICES (P) LTD.  
[UNIT : KKALPANA PLASTICK 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, w.e.f. 5<sup>th</sup> December, 2018, 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. You are, therefore, requested to convert your shares from physical to demat mode, at the earliest, in order 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, at the earliest, only to their respective Depository Participants (DP), where they are maintaining their Demat account.

You are requested to revert with the required details, at the earliest possible, but not later than twenty-one days from the date of this letter. Please ignore this letter if you have already responded to our earlier letter dated 13.7.2018 or 12.8.2018 in regards to the above subject.

Your kind co-operation in this matter is solicited.

Thanking you,

Yours faithfully,

**For Kkalpana Plastick Limited**

**Sd/-**

**Shabina Shaheen  
Company Secretary**

**Encl . as stated**

**BANK MANDATE/PAN AND EMAIL ID REGISTRATION FORM**

To,

KKalpana Plastick Limited

Dear Sirs,

I/We give my/our consent to update the following details in the records of KKalpana Plastick Limited and to henceforth arrange all payments and other communications by electronic means in compliance with Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015:

Shareholder Details		Bank Account Details of First Holder	
Folio No.		Bank Name	
Name of Shareholder(s)		Branch Address	
First Holder			
Second Holder			
Third Holder		Account No.	
PAN (First Holder)		Account Type	Savings/Current*
Email ID (First Holder)		IFSC	
Mobile No. (First Holder)		MICR Code	

\*Strike out whichever is not applicable

Date:

Signature(s)

First holder :

Second holder :

Third holder :

**Encl: 1. Photocopy of PAN card duly self attested**

**2. Original cancelled Cheque leaf (bearing the name of the security holder) or self attested photocopy of Bank pass book-statement, duly attested by Bank also.**