

**REGISTERED POST**

REF: KKPL/MANDATE-PAN/CORRESPONDENCE

Date: 13<sup>th</sup> July, 2018

Dear Shareholder,

**Re : Folio Nos.**

**Sub : Updation of Shareholders' details in the records of the Company**

Dear Sir/Madam,

As per SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 we have to inform you as under:

We find from our records that you hold shares in our Company in the physical mode.

In this regard, we would like to bring to your kind attention, the following -

**Dematerialization of Shares**

You would appreciate that in today's scenario and in line with "green initiative" by government which encourages paperless holding, the safest possible way to hold shares is in dematerialized form. In case of physical holding, there may be a chance of loss of share certificate or mutilation thereof, resulting in legal compliance on your part, in respect to certain matters, in order to restore the share certificates. Besides, if you wish to pledge/transfer the shares, your holding must be in demat mode. Therefore, we would like to suggest to you to kindly convert your shares of face value of Rs.2/- each from physical mode to demat mode as it will be beneficial to you. 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. Conversion of physical shares to dematerialized shares is a simple process.

Further SEBI vide Circular No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 has mandated 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 w.e.f. 6th December, 2018. The Shareholders, who are still holding shares in physical form are requested to take immediate action to demat their shares to avail easy liquidity since trading of shares of the Company are under compulsory Demat mode as per the regulation of SEBI.

Your kind co-operation in this matter is solicited

**Consolidation of multiple Folios**

Members holding more than one share in the same name or joint names in the same order but under different ledger folios are requested to apply for consolidation of such folios into a single folio and accordingly send the relevant share certificates to the Registrars and Share Transfer Agent (RTA) of the Company i.e M/s C B Management Services (P) Ltd., at P-22 Bondel Road, Kolkata - 700019, to enable them to consolidate all such multiple folios into one single folio.

**Updating 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 April 20, 2018, all listed Companies are required to make payment of dividend, if declared, to the members through electronic mode and to maintain updated Bank details of the members / beneficiaries. We would also like to have your banking and contact details updated with us in order to ensure paperless and speedy communication to you. In this regard, you are requested to give your consent for receiving all further communications in electronic mode. Further, to facilitate speedy disbursement of dividend to your bank account and speedy communication to you, we request you to kindly fill up the enclosed form and mention therein the bank account details wherein the dividend proceeds will be credited, if dividend is declared. Further, kindly mention therein your contact details, sign the enclosed form and arrange to dispatch the same directly to the RTA, viz M/s CB MANAGEMENT SERVICES P LTD( UNIT : KKALPANA PLASTICKS LIMITED ) P-22, BONDEL ROAD, KOLKATA 700019 **within 21 days of the letter**. Please note **Furnishing of bank details & PAN Number, both are now compulsory as per latest SEBI Regulations.**

Thanking you,  
Yours faithfully,

**For KKalpana Plasticks Limited**

Sd/-

**Shabina Shaheen**

**Company Secretary**

Encl : a/a

**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.**