Bal Pharma Limited

To,
The Manager-Listing **03/12/2018**
National Stock Exchange of India Ltd
Mumbai.

BSE Limited
Mumbai.

Dear Sir,

Sub : Intimations to the shareholders.
Ref : SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018 & SEBI/LAD-NRO/GN/2018/24 dated 8th June 2018.

As per the aforementioned circulars of SEBI, we have informed our shareholders through a serious of reminders from our R&T agents i.e TSR Darashaw Ltd, Mumbai to update their KYC details and to convert their physical shares into dematerialization form in order to facilitate error free transfers and credit of monitory benefits issued by the Company to the rightful owners.

Enclosed are the specimen copies of the reminder letters circulated among the shareholders.

As the SEBI has extended the last date for transfer of securities in physical form to 1st April 2019 vide its circular dated 3/12/2018, shareholders may kindly read the effective date mentioned in our circulars as 1/4/2019 instead of 5/12/2018.

Please take the same on record and treat this as compliance with Schedule III of Regulation 30 of SEBI (LODR) Regulations.

Thanking You.

For Bal Pharma Ltd.

BAL PHARMA LTD. BANGALORE

Authorised Signatory

CORPORATE OFFICE : 5th Floor, Lakshmi Narayan Complex, 10/1, Palace Road, Bengaluru - 560 052. India
Ph. : 91 - 80 - 41379500 Fax : 91 - 80 - 22354057 / 58
Email : info@balpharma.com Website : www.balpharma.com
CIN # L85110KA1987PLC008368
REGD. OFFICE & FACTORY : 21 & 22, Bommasandra Industrial Area, Bengaluru - 560 099. Ph: 41570813 / 19 Fax: 41570820

DARASHAW
Total Solutions Repository

TSR DARASHAW LIMITED
CIN : U67120MH1985PLC037369
6-10 Haji MoosaPatrawala Industrial Estate 20 Dr. E. Moses Road Mahalaxmi Mumbai – 400 011
Tel 91 22 6656 8484 Fax 91 22 6656 8494 E-mail csg-unit@tsrdarashaw.com Website www.tsrdarashaw.com

SECOND REMINDER - FINAL
IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

Date: December 01, 2018

Dear Shareholder,

Sub.: Mandatory updation of PAN and Bank Account details against your folio number
Ref.: Our letter dated July 19, 2018 & November 06, 2018

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018 (the Circular), members whose folios do not have or have incomplete details of PAN and/or Bank Account, are required to compulsorily furnish these details for updating the same against their folio number. **As per our records, your folio needs to be updated with the PAN/ complete Bank details so that the investments held by you will be with proper KYC compliance.**

Please, therefore, furnish your PAN and Bank Account details on the reverse of this letter, **latest by December 21, 2018.**

A. **Requirements for registration of Permanent Account Number (PAN)**

- ❑ Self-attested legible copy of the PAN Card(s) of all the holders of the folio to be sent.
- ❑ If the shareholder is a resident of Sikkim, the shareholder is required to submit a valid Identity proof issued by the Government of Sikkim.

B. **Requirements for registration of Bank Account details**

- ❑ If the name of the first accountholder is printed on the cheque: **(All requirements to be complied with)**
  - Cancelled cheque in originalbearing the name of the accountholder. AND
  - Self-attested legible copy of any one of the documents viz. Aadhaar/ Passport/ Utility Bill (not more than 3 months old).
- ❑ If the name of the accountholder is not printed on the cheque: **(All requirements to be complied with)**
  - Cancelled cheque in original.
  - Bank attested copy of the first page of the Bank Passbook/ Bank Statement showing the names of the accountholders, same bank account number and type as on the cheque leaf and the full address of the Bank branch.
  - Bank attested copy of the last page of the Bank Passbook/ Bank Statement showing the latest transaction, which is not more than 3 months old.
  - Self-attested legible copy of any one of the documents viz.Aadhaar/ Passport/ Utility Bill (not more than 3 months old).

  Note: The attestation of the Bank passbook/ statement should be by the Bank Manager under his name, full address and official stamp of the Bank.

  It may please be noted that the above details will not be updated if the supporting documents duly signed by all the holders/ attested by the Bank Manager/ Notarized as stated above, are not enclosed.

C. **Requirement for digitization of Specimen Signatures of Holders**

- ❑ **Affidavit duly notarized** on non-judicial stamp paper of Rs.100/-. The draft of Affidavit for change in Signature is enclosed.
  - Attestation of Member's Signature through a Notary Public stating his full name, address, Registration no. and NotarialBook no. and serial no.
  - **Notarized copies of PAN card of all holders.**
  - **Notarized legible copy of Address Proof viz.** Aadhar / Passport / Utility Bill (not older than 3 months) duly notarized as stated.

  Kindly also refer to other instructions stated alongwith draft affidavit enclosed.

D. **Dematerialisation of shares**

- ❑ The amendment to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 notified on June 8, 2018 has mandated the transfer of securities only in dematerialized form, effective December 5, 2018.We note that your holding in the Company is in physical form. Hence, it would be in your interest to take necessary steps to dematerialise your shares through your Depository Participant and hold them in Electronic Form.
- ❑ The FAQs on dematerialisation of shares are detailed in the enclosed annexure. Should you have any more queries in this regard, you may contact our Registrar & Share Transfer Agents at the address /contact details given above.

As directed by SEBI, in case of failure to register PAN and Bank Account details as aforesaid, any transaction in the securities of the Company shall be subject to enhanced due diligence by the Company/ RTA, as may be prescribed. Also, it may be noted that issue of payment instruments without bank details may be disallowed

We request you to provide these details in your own interest.

Thanking you,

Yours faithfully,
For **TSR DARASHAW LIMITED**
(Investor Servicing Section)

BAL PHARMA LIMITED

CIN : L85110KA1987PLC008368

Registered Office: 21&22, Bommasandra Industrial Area, Hosur Road, Bangalore- 560 099.

Tel No.: 080-41379500 Fax No.: 080-22354057

e-mail: secretarial@balpharma.com Website www.balpharma.com

SECOND REMINDER

Date: December 01, 2018

Dear Shareholder(s),

Sub.: Conversion of shares into dematerialised form
Ref.: Our letter dated July 19, 2018 & November 06, 2018

Securities and Exchange Board of India ('SEBI'), vide its notification dated June 8, 2018, amended SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, which mandates that transfer of securities with effect from December 5, 2018 would be in dematerialised form only.

As per the records maintained with the Company's Registrar & Share Transfer Agents, TSR Darashaw Limited ("TSRDL"), we note that your holding in the Company is in physical form. Accordingly, we urge you to take necessary steps with a Depository Participant to dematerialise your shares held in the Company.

The FAQs on dematerialisation of shares are given overleaf for your information.

In case of any queries in this regard, you may also contact our Registrar & Share Transfer Agents:

TSR Darashaw Limited
Unit : Bal Pharma Limited
6 – 10, Haji Moosa Patrawala Industrial Estate
20, Dr. E Moses Road, Near Famous Studio,
Mahalaxmi, Mumbai – 400 011
Telephone: +91 22 6656 8484/ +91 22 6617 8411-14
Fax: +91 22 6656 8494
email: csg-unit@tsrdarashaw.com website: www.tsrdarashaw.com

Thanking you,

For **Bal Pharma Limited**

Shailesh Siroya
Managing Director