

Blue Dart Center, Sahar Airport Road,
Andheri (East), Mumbai - 400 099, India
Tel.: 2839 6444
Fax: 2824 4131
CIN : L61074MH1991PLC061074
www.bluedart.com
communications@bluedart.com

November 3, 2018

To,
BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street, Fort
Mumbai – 400 001
Scrip Code - 526612

To,
National Stock Exchange of India Ltd
Exchange Plaza, C-1, Block G
Bandra Kurla Complex, Bandra East,
Mumbai – 400 051
NSE Symbol - BLUEDART

Sub: Dispatch of letters to shareholders for KYC updation and dematerialization of shares

Dear Sirs,

Pursuant to the SEBI circular SEB/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 and SEBI notification dated June 8, 2018, we would like to inform that, Company's Registrar and Transfer Agent, M/s. Link Intime India Private Limited has dispatched letters to the shareholders for KYC updation and for mandatory dematerialization of shares as per details mentioned hereunder.

Nature of Letters	Date of Dispatch
KYC updation	05/07/2018
KYC updation (first reminder) and demat of shares	25/09/2018
KYC updation (second reminder) and demat of shares (first reminder)	03/11/2018

Sample copies of the letters sent to the shareholders are enclosed for your reference and records.

You are requested to please take above information on record.

Thanking You,

Yours faithfully,
For **Blue Dart Express Limited**


Tushar Gunderia
Company Secretary &
Head- Legal & Compliance



Encl: as above

30th June, 2018Unit - **Blue Dart Express Limited**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 under Resources-Download-General-Change of Signature- Affidavit for change of signature).
- Banker's verification (format available on 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 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.

KYC FORM

To

Linkintime India Private Limited

C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Unit : Blue Dart Express Limited

Date: __/__/__

Folio No: _____

No of Shares: _____

Dear Sir Madam,

We refer to the current KYC status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No. (E)	Nominee Details (F)

Based on the above data, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the above table.

A For registering PAN of the registered and/or joint shareholders (as applicable)

☐ Registered shareholder ☐ Joint holder 1 ☐ Joint holder 2 ☐ Joint holder 3 (Please provide self-attested copy of PAN for all Shareholders)

B For registering Bank details of the registered shareholder

☐ Aadhar/Passport/utility bill ☐ Original cancelled cheque leaf ☐ Bank Passbook/Bank Statement

C For registering the Specimen Signature of registered and/or joint shareholders (as applicable)

☐ Affidavit ☐ Banker verification ☐ Original cancelled cheque leaf ☐ Bank Passbook/Bank Statement
(Please provide for all Shareholders)

D For Updating the email id:

E Mobile No

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F For registering the nominee details by the registered shareholder

☐ Form SH-13 (Please provide nomination registration form)

Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voter ID /Driving License/Passport or any other identity proof issued by Govt.

I /We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it

Sign: _____
Registered holder

Sign: _____
Joint holder 1

Sign: _____
Joint holder 2

Sign: _____
Joint holder 3

24th September, 2018

Unit: - Blue Dart Express Limited

Subject: - First reminder for Updating the KYC details and intimation to dematerialise physical securities.

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 by which it has directed all the listed companies to record the **PAN** of all the shareholders and **Bank Account details** of registered shareholder. We request you to submit the relevant documents by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the KYC form **within 21 days from the date of this letter.**

Kindly refer the list of supporting documents to be submitted for updating your KYC details as per the table printed overleaf.

Sr.No	REQUEST TO BE UPDATED	SUPPORTING DOCUMENTS
A	PAN	<ul style="list-style-type: none"> Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none"> Self- attested legible copy of address proof. Any 1 from a. Utility bill (not older than 3 months) / b. Aadhaar Card / c. Passport. Original cancelled cheque leaf of registered shareholder Legible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none"> Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- * Format for signature verification * Original cancelled cheque leaf Legible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
D	EMAIL ID	<ul style="list-style-type: none"> To be mentioned in KYC form
E	MOBILE NO.	<ul style="list-style-type: none"> To be mentioned in KYC form
F	NOMINATION	<ul style="list-style-type: none"> Nomination Registration form *

Note: -1.* The relevant formats are available on our website www.linkintime.co.in → Resources→ Downloads→ General→ Formats for KYC.

2. Single copy of document is sufficient for updating multiple requests.

Further as per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09th July, 2018 shareholders are advised to dematerialise their physical securities since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be permitted from 05th December 2018.

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Yours faithfully,
For Link Intime India Pvt Ltd
Sd/-
Authorised Signatory

"This is a follow-up/reminder to our earlier letter. Please provide documents (marked "required" in the table given overleaf) which you may have omitted to send earlier. If you have not responded so far, do so now. Please ignore this letter if you have already complied".

KYC FORM

To

Linkintime India Private Limited

C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Unit : Blue Dart Express Limited

Date: __/__/__

Folio No: _____

No of Shares: _____

Dear Sir Madam,

We refer to the current KYC status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No. (E)	Nominee Details (F)

Based on the above data, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the above table.

A For registering PAN of the registered and/or joint shareholders (as applicable)

☐ Registered shareholder ☐ Joint holder 1 ☐ Joint holder 2 ☐ Joint holder 3 (Please provide self-attested copy of PAN for all Shareholders)

B For registering Bank details of the registered shareholder

☐ Aadhar/Passport/utility bill ☐ Original cancelled cheque leaf ☐ Bank Passbook/Bank Statement

C For registering the Specimen Signature of registered and/or joint shareholders (as applicable)

☐ Affidavit ☐ Banker verification ☐ Original cancelled cheque leaf ☐ Bank Passbook/Bank Statement
(Please provide for all Shareholders)

D For Updating the email id: _____

E Mobile No

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F For registering the nominee details by the registered shareholder

☐ Form SH-13 (Please provide nomination registration form)

Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voter ID /Driving License/Passport or any other identity proof issued by Govt.

I /We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it

Sign: _____
Registered holder

Sign: _____
Joint holder 1

Sign: _____
Joint holder 2

Sign: _____
Joint holder 3



BLUE DART EXPRESS LIMITED

Registered Office: Blue Dart Centre, Sahar Airport Road, Andheri (East), Mumbai 400 099

Phone: +91-22-2839 6444 | Fax: +91-22-2824 4131 | CIN: L61074MH1991PLC061074

Website: www.bluedart.com | Email: communications@bluedart.com

Sr. No. / Folio No. :

20th September, 2018

Name

Address

**IMPORTANT & URGENT
FOR YOUR IMMEDIATE ACTION**

Dear Shareholder(s),

Sub.:Mandatory Dematerialization of physical shares for transfer of securities

Pursuant to SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018, it has been mandated by SEBI that transfer of securities of a listed company would be carried out in dematerialized form only. Accordingly, Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 has been amended and stock exchanges vide their circulars have advised Listed Companies that **w.e.f 5th December, 2018, shares lodged for transfer shall be in dematerialized form only.**

Accordingly, w.e.f. 5th December, 2018, transfer of shares in physical form shall not be considered.

We observe that you are still holding equity shares of **Blue Dart Express Limited** ("the Company") in physical form. **You are therefore requested to dematerialize your shares immediately.** Further, the demat of shares have various advantages like immediate transfer of shares, no stamp duty on transfer, immediate credit of dividend due to linkage of bank account, risks associated with physical certificates such as forged transfer, bad deliveries are avoided.

The process or dematerialization of shares is as follows:

- 1) You should be in possession of original share certificate of the Company. In case you are not in possession of original share certificate the Company, please contact the Company or Registrar & Transfer Agent at the address given below.
- 2) You need to have demat account in the same name / order in which the name is appearing on physical share certificate. Any mismatch in name will lead to non-acceptance of demat request by Depository Participant ("DP").
- 3) You need to approach your Depository Participant where you are holding your demat account and surrender the original share certificate along with Dematerialization Request Form available with DP. At the time of surrendering shares for dematerialization, please also submit your PAN copy and AADHAR copy.
- 4) Thereafter, DP shall send the certificate along with other documents to Registrar & Transfer Agent which in turn checks all details and dematerialize the shares.

In case if you have any queries or need any assistance in this regard, please contact:

Registrar & Transfer Agent

Link Intime India Private Limited

Unit : Blue Dart Express Limited

C-101, 247 Park, L B S Marg, Vikhroli (West),

Mumbai – 400 083

Tel No: 022 - 49186000

Email: rnt.helpdesk@linkintime.co.in

Website: www.linkintime.co.in

Thanking you,

Yours faithfully,

For Blue Dart Express Limited

For Link Intime India Private Limited

Sd/-

Sd/-

Tushar Gunderia

Authorized Signatory

Company Secretary & Head-Legal & Compliance

2nd November, 2018

Unit: - Blue Dart Express Limited

Subject: - **Second reminder for updating the KYC details and First reminder to dematerialise physical securities.**

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 by which it has directed all the listed companies to record the **PAN** of all the shareholders and **Bank Account details** of registered shareholder. We request you to submit the relevant documents by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the KYC form **within 21 days from the date of this letter**. Kindly refer the list of supporting documents to be submitted for updating your KYC details as per the table printed overleaf.

Sr.No	REQUEST TO BE UPDATED	SUPPORTING DOCUMENTS
A	PAN	<ul style="list-style-type: none">Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none">Self- attested legible copy of address proof. Any 1 from a. Utility bill (not older than 3 months) / b. Aadhaar Card / c. Passport.Original cancelled cheque leaf of registered shareholderLegible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none">Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- *Format for signature verification *Original cancelled cheque leafLegible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
D	EMAIL ID	<ul style="list-style-type: none">To be mentioned in KYC form
E	MOBILE NO.	<ul style="list-style-type: none">To be mentioned in KYC form
F	NOMINATION	<ul style="list-style-type: none">Nomination Registration form *

Note: - 1.* The relevant formats are available on our website www.linkintime.co.in → Resources → Downloads → General → formats for KYC.
2. Single copy of document is sufficient for updating multiple requests.

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Further as per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09th July, 2018 shareholders are advised to dematerialise their physical securities since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be permitted from 05th December 2018.

Accordingly, w.e.f. 5th December, 2018, transfer of shares in physical form shall not be considered.

We observe that you are still holding equity shares of **Blue Dart Express Limited** ("the Company") in physical form. **You are therefore requested to dematerialize your shares immediately.** For dematerialisation of shares you may contact your Depository Participant where you hold your demat account.

Yours faithfully,
For Link Intime India Pvt Ltd

SD/-

Authorised Signatory

"This is a follow-up/reminder to our earlier letter. Please provide documents (marked "required" in the table given overleaf) which you may have omitted to send earlier. If you have not responded so far, do so now. Please ignore this letter if you have already complied".

KYC FORM

To

Linkintime India Private Limited

C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Unit : Blue Dart Express Limited

Date: __/__/__

Folio No: _____

No of Shares: _____

Dear Sir Madam,

We refer to the current KYC status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No. (E)	Nominee Details (F)

Based on the above data, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the above table.

A For registering PAN of the registered and/or joint shareholders (as applicable)

☐ Registered shareholder ☐ Joint holder 1 ☐ Joint holder 2 ☐ Joint holder 3 (Please provide self-attested copy of PAN for all Shareholders)

B For registering Bank details of the registered shareholder

☐ Aadhar/Passport/utility bill ☐ Original cancelled cheque leaf ☐ Bank Passbook/Bank Statement

C For registering the Specimen Signature of registered and/or joint shareholders (as applicable)

☐ Affidavit ☐ Banker verification ☐ Original cancelled cheque leaf ☐ Bank Passbook/Bank Statement
(Please provide for all Shareholders)

D For Updating the email id: _____

E Mobile No

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F For registering the nominee details by the registered shareholder

☐ Form SH-13 (Please provide nomination registration form)

Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voter ID /Driving License/Passport or any other identity proof issued by Govt.

I /We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it

Sign: _____
Registered holder

Sign: _____
Joint holder 1

Sign: _____
Joint holder 2

Sign: _____
Joint holder 3



BLUE DART EXPRESS LIMITED

Registered Office: Blue Dart Centre, Sahar Airport Road, Andheri (East), Mumbai 400 099

Phone: +91-22-2839 6444 | Fax: +91-22-2824 4131 | CIN: L61074MH1991PLC061074

Website: www.bluedart.com | Email: communications@bluedart.com

Sr. No. / Folio No. :

02nd November, 2018

Name

Address

**IMPORTANT & URGENT
FOR YOUR IMMEDIATE ACTION**

Dear Shareholder(s),

Sub.: First Reminder for Dematerialization of physical shares for transfer of securities

Pursuant to SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018, it has been mandated by SEBI that transfer of securities of a listed company would be carried out in dematerialized form only. Accordingly, Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 has been amended and stock exchanges vide their circulars have advised Listed Companies that **w.e.f 5th December, 2018, shares lodged for transfer shall be in dematerialized form only.**

Accordingly, w.e.f. 5th December, 2018, transfer of shares in physical form shall not be considered.

We observe that you are still holding equity shares of **Blue Dart Express Limited** ("the Company") in physical form. **You are therefore requested to dematerialize your shares immediately.** Further, the demat of shares have various advantages like immediate transfer of shares, no stamp duty on transfer, immediate credit of dividend due to linkage of bank account, risks associated with physical certificates such as forged transfer, bad deliveries are avoided.

The process or dematerialization of shares is as follows:

- 1) You should be in possession of original share certificate of the Company. In case you are not in possession of original share certificate the Company, please contact the Company or Registrar & Transfer Agent at the address given below.
- 2) You need to have demat account in the same name / order in which the name is appearing on physical share certificate. Any mismatch in name will lead to non-acceptance of demat request by Depository Participant ("DP").
- 3) You need to approach your Depository Participant where you are holding your demat account and surrender the original share certificate along with Dematerialization Request Form available with DP. At the time of surrendering shares for dematerialization, please also submit your PAN copy and AADHAR copy.
- 4) Thereafter, DP shall send the certificate along with other documents to Registrar & Transfer Agent which in turn checks all details and dematerialize the shares.

In case if you have any queries or need any assistance in this regard, please contact:

Registrar & Transfer Agent

Link Intime India Private Limited

Unit : Blue Dart Express Limited

C-101, 247 Park, L B S Marg, Vikhroli (West),

Mumbai – 400 083

Tel No: 022 - 49186000

Email: rnt.helpdesk@linkintime.co.in

Website: www.linkintime.co.in

Thanking you,

Yours faithfully,

For Blue Dart Express Limited

For Link Intime India Private Limited

Sd/-

Sd/-

Tushar Gunderia

Authorized Signatory

Company Secretary & Head-Legal & Compliance

"This is a follow-up/reminder to our earlier letter. If you have not responded so far, do so now. Please ignore this letter if you have already complied".