17th July, 2018

The General Manager
Corporate Relationship Dept.
BSE Limited
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai 400001

Asst. Vice President
National Stock Exchange of India Ltd.
Exchange Plaza, 5th Floor
Plot No. C/I, G Block
Bandra - Kurla Complex
Bandra (E), Mumbai 400051

Dear Sir,

Re: Letter sent to the shareholders holding shares in physical form.

Pursuant to Regulation 30 read with Schedule III Part A Para A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose the letters sent to the shareholders, holding shares in physical form, on 16th July, 2018, informing them to update their PAN and Bank Account details and to convert their shareholding in dematerialization form.

You are requested to take the above on your records.

Thanking you,

Yours faithfully,
TATA INVESTMENT CORPORATION LIMITED

(MANOJ KUMAR C V)
CHIEF FINANCIAL OFFICER
COMPANY SECRETARY

tsr DARASHAW
Total Solutions Repository

TSR DARASHAW LIMITED
CIN : U67120MH1985PLC037369
6-10 Haji Moosa Patrawala 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

IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

16th July, 2018

Dear Member,

Unit : Tata Investment Corporation Limited
Sub. : Mandatory updation of PAN and Bank Account details against your folio number

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 KYC compliant.**

We therefore request you to fill in your PAN and Bank Account details in the enclosed form and submit the same duly signed along with supporting documents as stated below, **latest by August 6, 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 account 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.

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 by you)**
  - Cancelled cheque in original bearing the name of the accountholder.
  - Self-attested legible copy of any one of the document viz Aadhaar/ valid Passport/ Utility Bill (not older than 3 months)

OR

- ❑ If the name of the accountholder is not printed on the cheque **(all requirements to be complied with by you)**
  - 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 document viz Aadhaar / valid Passport / Utility Bill (not older than 3 months)

  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 as stated above are not enclosed.

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 **latest by August 6, 2018.**

Thanking you,

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

Encl/- as above

Ref/PANBK/2018/Sr. no

Folio no
Name of the Shareholder
Addres1
Addres 2
Address 3
Address 4
Pin code

Please return this form by
August 6, 2018

To,
TSR Darashaw Limited
6-10, Haji Moosa Patrawala Industrial Estate,
20, Dr. E. Moses Road, Mahalaxmi, Mumbai – 400011

Dear Sir.

Unit : Tata Investment Corporation Limited
Re: Registration of Permanent Account Number and Bank Account details as per Circular of SEBI

I / We refer to your circular dated July 16, 2018 and request you to kindly update my / our PAN, Bank details as given below. I / We also request you to record out contact numbers and email ids for future communications. I enclose the supporting documents to enable you to verify and update the details

Folio No. : 1234

	Name of the Shareholders	**PAN No.***
First Holder	A	
Joint Holder 1	B	
Joint Holder 2	C	

- Copies of legible self-attested PAN card(s) is/are enclosed to enable verification

Contact Details	
Mobile No:	**E-mail id** :
Tel No : (with STD code)	

Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)			
Name of the Bank			
Name & Address of the Branch			
Account Type (Saving / Current / Cash Credit)	Saving	Current	Cash Credit
Account Number (as appearing in your cheque book)			
9 Digit M1CR Number (as appearing on the MICR cheque issued by the bank)			
11 Digit IFSC Code (as appearing in your cheque book)			

The following is enclosed herewith (**strike off whichever is not applicable):**

i) A cancelled cheque in original bearing my/our name(s) as the account holder(s).
ii) Self-attested legible copy of Aadhaar/ valid Passport/ Utility Bill (not older than 3 months).

OR

i) A cancelled cheque in original (not bearing name of account holder) along with a copy of my/our first page of bank passbook / statement (not older than three months) stating the name(s) of all accountholder(s), duly attested by the Bank Manager under his name, full address and official stamp of the bank.
ii) Bank attested copy of the last page of the Bank Passbook / Bank Statement showing the latest transaction which is not older than n three months .
iii) Self-attested legible copy of Aadhaar / valid Passport / Utility Bill (not older than 3 months)

I /We hereby state that the above mentioned details are true and correct and we give you consent to update the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it. I/ We shall not hold the Company/ Registrar and Transfer Agent responsible for any transactions being unsuccessful due to technical reasons.

Signature(s) of the Registered Shareholders

Place : _____ 1._____

Date : _____ 2._____

3._____

Note : The above details will not be updated if the supporting documents are not attached duly signed by all the holders/ attested by Notary/ Bank Manager as the case may be.

TATA INVESTMENT CORPORATION LIMITED
CIN: L67200MH1937PLC002622
Registered Office: Elphinstone Building 10 Veer Nariman Road Mumbai 400 001
Tel: 022-6665 8282, Fax No: 022-6665 7917, E-mail:ticl@tata.com
Website: www.tatainvestment.com

July 16, 2018

Dear Shareholder(s),

Sub.: Conversion of shares into dematerialized form

The 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 dematerialized 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 your Depository Participant(s) to dematerialize your shares held in the Company. Please note that as per the above SEBI Notification, with effect from December 5, 2018, the Company/ TSRDL will be obliged to reject any request for transfer of your shares. However, requests for transmission or transposition and dematerialization shall continue to be considered.

The FAQs on dematerialization of shares, including the process for dematerialization, is given overleaf for your information.

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

TSR Darashaw Limited
Unit: Tata Investment Corporation 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 **Tata Investment Corporation Limited**
Sd/-
Manoj Kumar C V
Chief Financial Officer and Company Secretary

Frequently asked questions on Dematerialisation/Rematerialisation

A. What are the benefits of Dematerialisation of shares?

Shares held in DEMAT form have several advantages and helps eliminate many problems that investors have to face while dealing with securities. They minimise paperwork that is involved with the ownership, trading, and transfer of securities. It facilitates faster transactions and makes trade of securities extremely convenient. There are a wide range of advantages associated with a DEMAT account such as:-

a. The risks pertaining to physical certificates like loss, theft, forgery and damage are eliminated completely with a DEMAT account.
b. The lack of paperwork enables quicker transactions and higher efficiency in trading including immediate transfer of shares and faster settlement cycle.
c. Ease in portfolio monitoring
d. The shares that are created through mergers and consolidation of companies are credited automatically in the DEMAT account.
e. There is no need to pay stamp duty on transfer of securities thereby bringing down the cost of transaction significantly.

B. How do I open an account with a Depository and will I be periodically informed about the movement in my electronic account?

You may open an account with a depository participant ('DP') of your choice. As an investor you will interact with National Securities Depository Limited (NSDL) or Central Depository Services Limited (CDSL) through your Depository Participant. Your DP will allot you an account number which will serve as a reference for all your future dealings with them.

Your DP will update your account after each transaction, and would periodically furnish you with a statement of holding. You may verify this with them at the time of opening your electronic account.

C. How do I convert my paper/physical certificates into an electronic holding? [Dematerialisation]

To dematerialize your holding, you should first have an account with a DP of your choice. You may then hand over to your DP, the certificates along with the 'Dematerialisation Request Form' (DRF). Only the securities registered in your name can be submitted for dematerialization. Your DP will then send the DRF and the certificates to the Registrar and Share Transfer Agents of the Company, TSR Darashaw Limited ('TSRDL') and an electronic request will also be sent through the NSDL/CDSL network reconfirming the same. TSRDL will verify the documents and if found in order, the dematerialization request will be confirmed to NSDL/CDSL who will in turn inform your DP. In the books of the Company, your folio with TSRDL will be debited and the account of NSDL/CDSL will be credited in respect of such dematerialized securities. NSDL/CDSL in their electronic records will credit the account of your DP who will then credit your account with the number of securities that have been dematerialized and the securities will thereafter be held in electronic form. This process would take approximately 15-20 days.

D. Will I continue to receive corporate benefits?

All the corporate benefits such as dividend, interest, bonus shares, rights shares will be issued by TSRDL to the beneficial owners i.e. the accountholders who hold the securities in electronic form. The dividend/interest amounts as and when declared/issued will be sent to you/your bankers directly. The entitlement of rights and bonus shares/debentures wherever applicable, will be credited to the beneficiaries accounts as per the investors' option and the terms of the issue.

E. How do I trade (buy/sell) in electronic form?

You may buy and sell securities in electronic form through the depository by co-ordinating with your broker and your DP. Such transactions would be simpler and faster. Payments for such transactions would be made in the same way as is done for physical certificates. Securities purchased in electronic form are credited to your account on the very next day of payout with no formalities of filling transfer deeds or applying to the Company for registration.

Such transactions are not routed through the Company and the debit/credit takes place directly in the Depository System. However, corporate benefits would be paid to the person holding such securities on the Record date/Book closure date as applicable.

F. How can I reconvert my electronic holding into paper/physical form? [Rematerialisation]

As per the existing guidelines, an investor can choose to reconvert his electronic holding into physical form at any time through his DP. On receipt of the rematerialisation request along with the 'Remat Request Form' (RRF) the Company will issue fresh certificates.