DCM LIMITED

October 24, 2018

BSE Limited
Floor 25, Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai -400 001

National Stock Exchange of India Ltd
Exchange Plaza,
Plot no. C/1, G Block,
Bandra-Kurla Complex
Bandra (E), Mumbai - 400 051

Subject: **Copy of Notice (Reminder -1) to Shareholders for updation of their PAN & Bank Details against their folio number for Equity shares held by them in DCM Limited and Dematerialization of physical Equity Shares of DCM Limited**

Dear Sir,

Pursuant to Regulation 30 read with Schedule III, Part A, Para A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose herewith copy of notice (Reminder-1) sent through courier to the shareholders, holding Shares in physical form, requesting them to update their PAN and Bank Account details and to convert physical equity shares held by them in the Company into dematerialized form.

You are requested to take the same on your records.

Thanking You,

For DC M Limited

DCM LIMITED NEW DELHI

Yadvinder Goyal
Company Secretary

Encl: As stated above

Registered Office :
Vikrant Tower, 4, Rajendra Place, New Delhi-110008
Phone : (011) 25719967 Fax : (011) 25765214
CIN: L74899DL1889PLC000004 Website: www.dcm.in E-mail: dcmltd@dcm.in
e-mail id: investors@dcm.in

MCS Share Transfer Agent Limited
F-65 1st Floor, Okhla Industrial Area,
Phase – I, New Delhi - 110020
CIN : U67120WB2011PLC165872
Phone No: 011-41406149, Fax:-011-41709881
Email: admin@mcsregistrars.com
Website: www.mcsregistrars.com

DCM LIMITED
Registered Office: Vikrant Tower, 4,
Rajendra Place, New Delhi - 110008
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E-mail: investors@dcm.in
website: www.dcm.in
Ph: 011-25719967, Fax: 011-25765214

IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

Date 10/10/2018

REMINDER-1

Sub. : Updation of PAN & Bank Details against your folio number for Equity shares held by you in DCM Limited and Dematerialization of Equity shares of DCM Limited held by you in physical form.

Dear Shareholder,

This is with reference to our earlier letter dated September 6, 2018 on the captioned subject. In this respect we once again on behalf of DCM Limited, would like to draw your kind attention towards SEBI circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20.04.2018 wherein SEBI has directed all Listed Companies to collect copy of PAN and Bank Account details of all the shareholders holding shares in physical form, if not available with the Company/Registrar & Transfer Agent (RTA).

Accordingly, you are requested to kindly fill in the form enclosed herewith duly signed by all the Joint shareholders and submit it along with all documents as mentioned in the said form and also detailed below at points nos. A and B (as the case may be) to **M/S MCS Share Transfer Agent Ltd., F-65, 1st Floor, Okhla Industrial Area, Phase-1, New Delhi – 110020** within 21 days from the date of this letter, to enable us to update your details in our records.

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

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

B. Attestation of Signature of Shareholders:

The signature(s) of all the Joint Shareholders shall be duly attested by the Bank Manager under his name, full address and official stamp of the Bank, on the enclosed Form and / or in the format of the respective bank, wherein bank account is maintained.

C. Requirements for registration of Bank Account details

- If the name of the shareholder as a account holder is printed on the cheque: **(all requirements to be complied with by you)**
  - Cancelled cheque in original bearing the name of the shareholder as a account holder.
  - Self-attested legible copy of any one of the document viz Driving License / Voter-ID Card/ Passport/ Utility Bill (not older than 3 months)
- If the name of the shareholder as a account holder 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 account holders, 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 Driving License / Voter-ID Card / 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

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

Please also provide your contact details, Phone nos. and Email Id, for records as well as for receiving communications by electronic means in accordance with SEBI Regulations and the Companies Act, 2013.

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.

Please further note that SEBI vide amendment in the Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, dated June 8, 2018, has mandated that the transfer of securities would be carried out in dematerialized form only w.e.f. December 5, 2018.

Accordingly, you are advised to dematerialize your physical shareholding at earliest. **With effect from December 5, 2018, no request for transfer of shares in physical form can be processed by the Company/RTA**. This restriction shall not be applicable to the request received for transmission or transposition of physical shares.

You may visit the website of BSE Limited using the following link, for more information:

https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir

In order to dematerialize your shares, please open a Demat Account with any of the Depository Participant and submit your physical share certificate(s) with them for dematerialization to avoid inconvenience at later stage. OR you can also contact MCS Share Transfer Agent Limited at 011-41406149-52 or write email at admin@mcsregistrars.com, to guide you in the demat procedure. OR You may also visit website(s) of depositories viz. NSDL or CDSL for further understanding about the demat procedure, using the following links:

NSDL website: https://nsdl.co.in/faqs/faq.php, https://nsdl.co.in/services/demat.php

CDSL website: https://www.cdslindia.com/investors/open-demat.aspx

An early action in the matter will save you from unnecessary hassle at a later date.

In case you have any queries or need any assistance for aforesaid matters, you may contact:

Mr. Ajay Dalal / Mr. Amarjit Sr. Manager MCS Share Transfer Agent Limited F-65, Okhla Industrial Area, Phase-I, New Delhi-110 020 Tel : 91-11-41406149-52 E-mail : admin@mcsregistrars.com Website : www.mcsregistrars.com	Company Secretary DCM Limited Vikrant Tower, 4, Rajendra Place, New Delhi-110 008 Tel : 91-11-25719967 E-mail : investors@dcm.in Website : www.dcm.in

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

In case you have already provided PAN & Bank details in the manner as stipulated herein above, you are not required to provide the same again.

Thanking you
Yours faithfully,
For **MCS Share Transfer Agent Limited**

Sd/-
Ajay Dalal
Authorized Signatory

Encl. - As above

MCS Share Transfer Agent Limited
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E-mail: investors@dcm.in
website: www.dcm.in
Ph: 011-25719967, Fax: 011-25765214

Form for Registration of Permanent Account Number and Bank Account details in terms of SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20.04.2018

To,
MCS Share Transfer Agent Limited
F-65 1st Floor, Okhla Industrial Area,
Phase – I, New Delhi - 110020

Dear Sir,

I / We refer to your letter(s) dated September 6, 2018 & October 10, 2018 and request you to kindly update my / our PAN, Bank details as given below against my/our folio number for Equity share of DCM Limited held by me/us. I / We also request you to record our contact details, phone numbers and E-mail IDs for future communication. I enclose the supporting documents to enable you to verify and update the details

Folio No. :													
	Name of the Shareholders	**PAN***											
First Shareholder													
Joint Shareholder 1													
Joint Shareholder 2													
• Copies of legible self-attested PAN card(s) is/are enclosed to enable verification													
Address of the first Shareholder													
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 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 name as the account holder.

ii) Self-attested legible copy of Driving License/ Voter-ID Card/ Passport/ Utility Bill (not older than 3 months).

OR

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i) A cancelled Cheque in original (not bearing my name as account holder) along with a copy of my bank passbook / statement (not more than three months old), 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 more than 3 months old.

iii) Self-attested legible copy of Driving License / Voter-ID Card/ 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 Agents responsible for any transactions being unsuccessful due to technical reasons.

Signature(s) of the Registered Shareholders

Place : _____

Date : _____

1. _____

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 Manger, as the case may be, and as stated in letter(s) dated September 6, 2018 & October 10, 2018.