

The Manager  
National Stock Exchange of India Limited  
Exchange Plaza, Plot No C/1, G Block,  
Bandra - Kurla Complex,  
Bandra (East), Mumbai-40051  
Fax No. : +91-22-26598237/38  
Telephone No. : +91-22-26598235/36,8346

Sub: **NOTICE OF EXTRA-ORDINARY GENERAL MEETING, CUT-OFF DATE, E-VOTING INFORMATION AND CALENDAR OF EVENTS**

|                     |                                        |
|---------------------|----------------------------------------|
| Name of the Company | Jullundur Motor Agency (Delhi) Limited |
| Symbol              | JMA                                    |
| ISIN                | INE412C01015                           |

**I) EXTRA-ORDINARY GENERAL MEETING (S. No. 1st for Financial Year 2018-19)**

Pursuant to the provisions of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and/or other applicable provisions of the Companies Act, 2013 and also, with reference to the captioned subject, Notice is hereby given that an Extra-ordinary General Meeting ("EGM") (S. No. 1 for Financial Year 2018-19) of the members of Jullundur Motor Agency (Delhi) Limited ("the Company") will be held on **Thursday, 20th December, 2018 at 11:30 A.M.** at its Registered Office situated at 458-1/16, Sohna Road, Opposite New Court, Gurugram (Gurgaon), Haryana - 122 001, INDIA, Notice of EGM is enclosed herewith as "Annexure - I".

It is to further inform that Notices of EGM are in the process of dispatch to the directors, statutory auditors, secretarial auditors, internal auditors and members to their registered email addresses with Company/Depository Participants / Company / RTA and by post to the members who have not registered their email addresses with the Company/RTA.

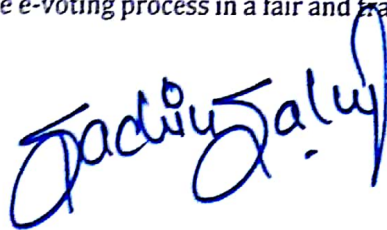
**II) CUT-OFF DATE FOR E-VOTING**

The Cut-off date for the purpose of E-voting is Thursday, 13th December, 2018.

**III) E-VOTING AND SCRUTINIZER:**

Pursuant to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 read with regulation 44 of the Listing Regulations, the Company is pleased to provide remote e-voting facility to its members enabling them to cast their votes electronically for the resolution as set out in the Notice of EGM.

The Company has availed the e-voting services as provided by the Central Depository Services (India) Limited ("CDSL"). M/s Vijay K. Singhal & Associates, Practicing Company Secretaries, New Delhi (Shri Vijay K. Singhal, Proprietor), have been appointed as scrutinizer to conduct the e-voting process in a fair and transparent manner.





Page 1 of 2

**IV) PERIOD OF E-VOTING**

The e-voting period will commence from **Monday, 17th December, 2018 (9:00 A.M)** and **ends on Wednesday, 19th December, 2018 (5:00 P.M)**. The e-voting module shall be disabled by CDSL, for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently. The voting rights of members shall be as per the number of equity shares held by the members as on the cut-off date i.e. **Thursday, 13th December, 2018.**

**V) NOTICE OF EGM ON WEBSITE OF THE COMPANY**

Pursuant to the provisions of the Companies Act, 2013 and Listing Regulations, Notice of EGM is also available on Company's website [www.jmaindia.com](http://www.jmaindia.com).

**VI) CALENDAR / SCHEDULE OF EVENTS IS AS UNDER:**

| S.No. | Particulars                    | Dates                                                                                 |
|-------|--------------------------------|---------------------------------------------------------------------------------------|
| 1.    | Extra-ordinary General Meeting | Thursday, 20th December, 2018 at 11:30 a.m.                                           |
| 2.    | Cut-off date for E-Voting      | Thursday, 13th December, 2018                                                         |
| 3.    | E-Voting Period                | Monday, 17th December, 2018 (9:00 a.m.) to Wednesday, 19th December, 2018 (5:00 p.m.) |

This is for your information and record.

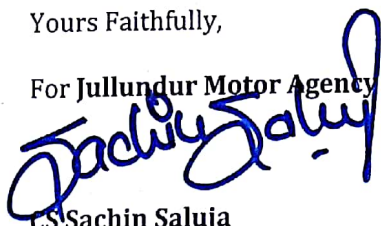
Aforesaid disclosures/intimation/corporate actions are being made in terms of the provisions of the Companies Act, 2013, applicable regulations of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Kindly acknowledge the receipt of the same.

Thanking You,

Yours Faithfully,

For Jullundur Motor Agency (Delhi) Limited



CS Sachin Saluja  
Company Secretary & Compliance Officer  
(M.No. A24269)



Encl: As Above



# JULLUNDUR MOTOR AGENCY (DELHI) LIMITED

(CIN: L35999HR1998PLC033943)

Regd. Office : 458-1/16, Sohna Road, Opp. New Court, Gurgaon-122001 (Haryana)

Ph. : 0124 -3019210, 3019211, Fax : 0124-4233868, E-mail : info@jmaindia.com, Website : www.jmaindia.com

## NOTICE OF EXTRA-ORDINARY GENERAL MEETING

(S.No.1 for Financial Year 2018-19)

**NOTICE** is hereby given that an Extra-ordinary General Meeting ("EGM") of the Members of Jullundur Motor Agency (Delhi) Limited will be held on Thursday, the 20th day of December, 2018 at 11:30 A.M. at registered office situated at 458-1/16, Sohna Road, Opposite New Court, Gurugram-122001, Haryana, India, to transact the following Special Business:

### ITEM NO. 1

**To consider the appointment of Shri Varoon Malik as Chief Operating Officer ("COO") of the Company To consider and, if thought fit, to pass with or without modification(s), the following resolution as ORDINARY RESOLUTION:**

**"RESOLVED THAT** pursuant to the provisions of sections 188(1), 188(1)(f) of the Companies Act, 2013 read with the Companies (Meeting of Board and Its Powers) Rules, 2014 and other applicable provisions, if any, of the Companies Act, 2013 (including statutory modification(s) or re- enactment thereof for the time being in force and as may be enacted from time to time) and on the recommendation/approval of Nomination & Remuneration Committee, Audit Committee and the Board of Directors at their respective meetings held on 29th October, 2018 and such other approval(s) as may be required, the consent and approval of the members of the Company be and is hereby accorded to appoint Shri Varoon Malik (Son-in-law of Shri Deepak Arora, Joint Managing Director & Smt Shuchi Arora, Non-Executive Director ) and to hold office or place of profit in the Company as Chief Operating Officer ("COO") or with such designation as the Board of Directors of the Company may, from time to time, decide, for a period of three (3) years from 1st January, 2019, on the following terms & conditions:

|    |                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Term of appointment                                                                       | 01st January, 2019 to 31st December, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. | Remuneration:<br>a) Basic Salary;<br>b) House Rent Allowance<br>c) Increments / Pay Grade | INR 3,25,000/- per month;<br>50% of the Basic Salary;<br>INR 3,25,000/- - INR 25,000/- - INR 3,75,000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3. | Contribution to PF                                                                        | Contribution in Provident Fund as per policy of the Company read with as per Provisions of Employees' Provident Funds & Miscellaneous Provisions Act, 1952                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4. | Performance Bonus                                                                         | Maximum one month of Basic Salary, subject to the approval of Nomination & Remuneration Committee and the Board of Directors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5. | *Perquisite(s) / Facilitie(s) / Allowances                                                | <ul style="list-style-type: none"> <li>- Car with Chauffeur;</li> <li>- Reimbursement of Medical Expenses, with a maximum limit of Basic Salary of one month;</li> <li>- Gratuity: Payable at a rate not exceeding half a month's salary for each completed year of service as per Company's policy;</li> <li>- Leave Encashment as per Company's policy;</li> <li>- Mobile / Telephone facilities; and</li> <li>- All other retirement benefit as available to other senior executives</li> </ul> <p><b>Explanation:</b><br/>Value of aforesaid Perquisites/Allowances shall be calculated and considered as per respective/applicable provisions of the Income-tax Act, 1961 and/or Companies Act, 2013 read with rules and/or regulation made thereunder.</p> |
| 6. | Reimbursement of Travel Expenses                                                          | All the expenses incurred towards travelling, India / aboard and lodging and boarding during business trips including any medical assistance provided during such trips.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7. | Notice Period                                                                             | 3 Months or Salary in lieu thereof                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8. | Other Terms & Conditions                                                                  | As per appointment letter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 9. | Ceiling Limit                                                                             | Total Cost to Company ("CTC") in any case shall not exceed INR 90,00,000/- per annum without the approval of shareholders in General Meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

\* Monetary value of such perquisite to be determined in accordance with the Income Tax Rules, 1962, being restricted to INR 2,50,000/- per annum."



# JULLUNDUR MOTOR AGENCY (DELHI) LIMITED

(CIN : L35999HR1998PLC033943)

Regd. Office : 458-1/16, Sohna Road, Opp. New Court, Gurgaon-122001 (Haryana)

Ph. : 0124 -3019210, 3019211, Fax : 0124-4233868, E-mail : info@jmaindia.com, Website : www.jmaindia.com

**"RESOLVED FURTHER THAT** the Nomination & Remuneration Committee/Board of Directors has the liberty to alter and vary such remuneration in accordance with the provisions of the Companies Act, 2013, to effect change in designation and responsibilities of Shri Varoon Malik, holding office or place of profit, within the maximum limit approved by the shareholders."

**"RESOLVED FURTHER THAT** any of Directors of the Company and/or the Company Secretary & Compliance Officer of the Company be and are hereby authorized severally to execute and perform such acts, deeds, matters and things as may be necessary to give such directions as may be desirable that may arise in giving effect to this resolution."

**By Order of the Board of Directors  
For Jullundur Motor Agency (Delhi) Limited**

**Sd/-**

**CS Sachin Saluja**

**Company Secretary & Compliance Officer**

**M.No. A24269**

Date: **29th October, 2018**  
Place: **Gurugram, Haryana**

**Registered Office:**

458-1/16, Sohna Road,  
Opposite New Court,  
Gurugram - 122001,  
Haryana, India

**NOTES:**

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT EGM MAY APPOINT A PROXY TO ATTEND AND VOTE ON HIS/HER BEHALF. A PROXY NEED NOT BE A MEMBER OF THE COMPANY.**

The instrument of proxy (ies), in order to be valid and effective, must be delivered at the Registered Office of the Company not later than 48 hours before the commencement of EGM. Proxy Form forms part of this Notice of EGM. Proxy(ies) on behalf of the company (ies)/society etc., must be supported by an appropriate resolution/authority, as applicable.

A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than 10% of the total paid-up share capital of the Company. Members holding more than ten percent of the total share capital of the company may appoint a single person as proxy, who shall not act as a proxy for any other member.

2. An Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013 in respect of Special Business as set out above to be transacted at EGM is annexed hereto and forms part of this Notice.
3. The cut-off date for the purpose of E-voting is 13th December, 2018.
4. Members are requested to bring their attendance slip along with Notice to the EGM.
5. In case of joint holders attending the EGM, only such joint holder who is higher in the order of names will be entitled to vote at EGM.
6. Individual shareholders holding shares in the Company, singly or jointly, may nominate an individual to whom all the rights in the Shares in the Company shall vest in the event of death of the sole / all joint shareholders.
7. Members desiring any information as regards to above proposed Item are requested to write to the Company at an early date but not less than 48 hours before the EGM so as to enable the management to keep the information ready at the EGM.
8. Members holding shares in dematerialized form are requested to intimate all changes pertaining to their bank details, National Electronic Clearing Service (NECS), nominations, power of attorney, change of address,



## JULLUNDUR MOTOR AGENCY (DELHI) LIMITED

(CIN : L35999HR1998PLC033943)

**Regd. Office :** 458-1/16, Sohna Road, Opp. New Court, Gurgaon-122001 (Haryana)

Ph. : 0124 -3019210, 3019211, Fax : 0124-4233868, E-mail : [info@jmaindia.com](mailto:info@jmaindia.com), Website : [www.jmaindia.com](http://www.jmaindia.com)

change of name and e-mail address, etc., to their respective Depository Participant only. Members holding shares in physical form are requested to intimate such changes to the Company/MAS Services Limited i.e. Registrar and Share Transfer Agent.

9. The Members holding shares in the same name or same order of names under different folios are requested to send the share certificates for consolidation of such shares to the Company or MAS Services Limited i.e. Registrar and Share Transfer Agent.
10. Pursuant to Section 101 and Section 136 of the Companies Act, 2013 read with respective rules made thereunder, the companies can serve Notices and other communications through electronic mode to those members who have registered their e-mail addresses either with the company or with the depository. members who have not registered their e-mail addresses so far are requested to register their e-mail address for receiving all communication including annual report, notices, circulars, etc. from the Company electronically. Members of the Company, who have registered their e-mail addresses, are also entitled to receive such communication in physical form upon request.
11. Members may also note that the Notice of EGM is also available on the Company's website i.e. [www.jmaindia.com](http://www.jmaindia.com). The physical copy of the aforesaid documents will also be available at the registered office of the Company for inspection during business hours on all working days (Except Saturday and Sunday).
12. Pursuant to Section 108 of the Companies Act, 2013 read with the relevant Rules of the Act, the Company is pleased to provide the facility to Members to exercise their right to vote by electronic means. The Members, whose names appear in the Register of Members / list of Beneficial Owners as on Friday, 16th November, 2018, i.e. the date prior to the commencement of cut-off date are entitled to vote on the resolution set forth in this Notice. Members who have acquired shares after the dispatch of the Notice of EGM and before the cut-off date may approach the Company for issuance of the User ID and Password for exercising their right to vote by electronic means. The e-voting period will commence at 9.00 a.m. on Monday, 17th December, 2018 and will end at 5.00 p.m. on Wednesday, 19th December, 2018. The Company has appointed M/s Vijay K. Singhal & Associates, Practicing Company Secretaries, to act as the Scrutinizer, for conducting the scrutiny of the votes cast. The Members desiring to vote through electronic mode may please refer to overleaf instructions as given with this notice of EGM.



# JULLUNDUR MOTOR AGENCY (DELHI) LIMITED

(CIN : L35999HR1998PLC033943)

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Ph. : 0124 -3019210, 3019211, Fax : 0124-4233868, E-mail : info@jmaindia.com, Website : www.jmaindia.com

## ANNEXURE TO THE NOTICE OF EXTRA-ORDINARY GENERAL MEETING (S.No.1 for Financial Year 2018-19)

### EXPLANATORY STATEMENT REQUIRED UNDER SECTION 102 OF THE COMPANIES ACT, 2013

In terms of Section 102 of the Companies Act, 2013, the following Explanatory Statement sets out all the material facts relating to the Item No. 1 of the accompanying Notice:

#### ITEM NO. 1

The provisions of section 188(1) of the Companies Act, 2013 that govern the Related Party Transactions require a Company to obtain prior approval of the Board of Directors and in certain cases approval of the shareholders also required.

Shri Varoon Malik has done MBA from Asian Institute of Management, Manila Philippines, Bachelor of Economics (Honors) from St. Stephens College, University of Delhi and short term course from ISB from Hyderabad, India. He was also exchange student of Stockholm School of Economics, Stockholm, Sweden. Shri Malik had been working with Bennett, Coleman and Co. Ltd, for last 10 years and was designated as Deputy General Manager - Brand Capital at the time of resignation.

Section 188(1)(f) of the Companies Act, 2013 provides for the related party's appointment to any office or place of profit. The Board of Directors of the Company on the recommendation of the Nomination and Remuneration Committee and Audit Committee, at their respective meetings held on 29th October, 2018 had approved the appointment of Shri Varoon Malik as Chief Operating Officer ("COO"), subject to approval of the Shareholders by way of a Ordinary Resolution.

The details of the remuneration payable to Shri Varoon Malik, is given in the resolution no. 01. As per Section 188(1) (f) of the Companies Act, 2013, your Directors recommends the resolutions for your approval.

Shri Deepak Arora, Joint Managing Director and Smt Shuchi Arora, Non-Executive Director, being relatives are deemed to be interested or concerned in the aforesaid resolution.

**By Order of the Board of Directors**  
**For Jullundur Motor Agency (Delhi) Limited**  
**Sd/-**  
**CS Sachin Saluja**  
**Company Secretary & Compliance Officer**  
**M.No. A24269**

Date: **29th October, 2018**  
Place: **Gurugram, Haryana**

**Registered Office:**  
458-1/16, Sohna Road,  
Opposite New Court,  
Gurugram - 122001,  
Haryana, India

**JULLUNDUR MOTOR AGENCY (DELHI) LIMITED**  
**(CIN : L35999HR1998PLC033943)**

Regd. Off.: 458-1/16, Sohna Road, Opp. New Court, Gurugram (Gurgaon) - 122001, Haryana  
Phone : +91-124-3019210, 211; Email id.: info@jmaindia.com

**Extra-Ordinary General Meeting - Thursday, 20th December, 2018**  
**(S.No.1 for Financial Year 2018-19)**

**PROXY FORM**

**(Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies  
(Management & Administration) Rules, 2014)**

|                        |
|------------------------|
| Name of the member(s): |
| Registered Address:    |
| Email id.:             |
| Folio No./Client Id.:  |
| DP Id.:                |

I/We, being the member(s) of \_\_\_\_\_ shares of above named Company, hereby appoint

1.

|            |
|------------|
| Name:      |
| Address:   |
| Email id.: |
| Signature: |

Or failing him/her

2.

|            |
|------------|
| Name:      |
| Address:   |
| Email id.: |
| Signature: |

Or failing him/her

3.

|            |
|------------|
| Name:      |
| Address:   |
| Email id.: |
| Signature: |

As my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at Extra-Ordinary General Meeting of the Company, to be held on the Thursday, 20th December, 2018 at 11:30 AM at registered office of the Company situated at 458-1/16, Sohna Road, Opp. New Court, Gurugram (Gurgaon) - 122001, Haryana and any adjournment thereof in respect of resolution as is indicated below:

| Resolution No.: | Description                                                                                        | For* | Against* |
|-----------------|----------------------------------------------------------------------------------------------------|------|----------|
| 1.              | To consider the appointment of Shri Varoon Malik as Chief Operating Officer ("COO") of the Company |      |          |

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Signature of Shareholder(s)

Signature of Proxy Holder(s)

**Affix INR 1  
Revenue  
Stamp**

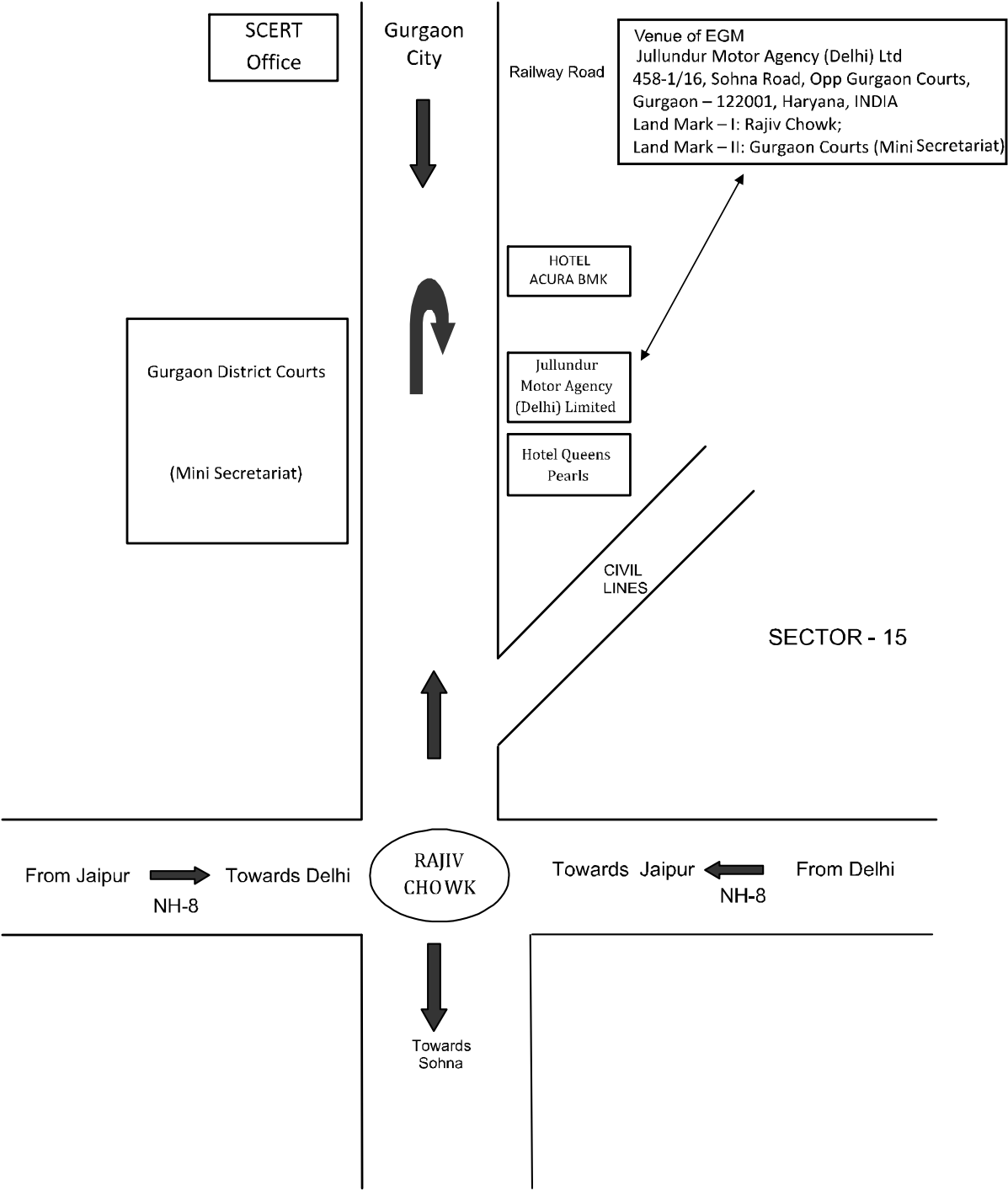
**Notes:**

Please put a cross (x) in the box in the appropriate column against the respective resolution. If you leave the 'For' and 'Against' column blank against any or all the resolutions, your proxy will be entitled to vote in the manner as he/she thinks appropriate.

A proxy need not be a member of the Company. Pursuant to section 105 of the Companies Act, 2013, a person can act as a proxy on behalf of not more than 50 members and holding in aggregate not more than 10% of the total share capital of the Company. Members holding more than 10% of total share capital of the Company may appoint a single person as proxy, who shall not act as proxy for any other member.

This form of proxy, to be effective should be deposited at the registered office of the Company as per details given herein above, not later than 48 hours before the commencement of the aforesaid meeting.

# ROUTE MAP FOR EXTRA-ORDINARY GENERAL MEETING



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## MAS SERVICES LIMITED

Regd. Office : T-34 IIND FLOOR OKHLA INDUSTRIAL AREA

PHASE-II NEW DELHI 110020

PHONE:- 011-26387281-83 FAX:- 011 - 26387384

E-mail:- info@masserv.com

CIN:-U74899DL1973PLC006950

To,

**Dear Shareholder(s)**

### **2ND AND FINAL REMINDER**

Sub. : **Mandatory Updation of PAN and Bank Account details in company records**

Ref. : **SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 Dated 20.04. 2018**

UNIT : **JULLUNDUR MOTOR AGENCY (DELHI) LIMITED**

Dear Sir/Madam,

In furtherance to SEBI circular bearing no SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20/04/2018, every listed company has to update bank account details and PAN number of all the shareholders holding shares in physical form. Two notices had already been sent to shareholders holding shares in physical form to update PAN and Bank Account details in company records.

It has been observed that your account details and PAN number are not registered in records of the Company. You are therefore requested to please send the following documents to the Company/ RTA within a period of 21 days from date of this letter so as to update your details in records of the Company:

1. Duly filled and signed Request Form (enclosed);
2. Self-attested copy of PAN card, including that of joint shareholders;
3. An **original** cancelled cheque of 1st shareholder only.
  - **Name of 1st shareholder should be printed on cheque leaf; and**
  - **If name of shareholder is not printed on cheque leaf, photocopy of passbook or bank statement duly attested by the banker along with cancelled cheque shall be required.**
4. Copy of share certificate(s) (all, both front and back side)

Your immediate action in this regard is highly solicited.

Thanking you,

**For Mas Services Limited**

**Sd/-**

**Authorised Signatory**

### **Note:**

Photocopy of cheque will not be accepted/ entertained.

Ignore if already updated / submitted



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(CIN : L35999HR1998PLC033943)

Regd. Office : 458-1/16, Sohna Road, Opp. New Court, Gurgaon-122001 (Haryana)

Ph. : 0124 -3019210, 3019211, Fax : 0124-4233868, E-mail : info@jmaindia.com, Website : www.jmaindia.com

To,

**Dear Shareholder(s)**

Sub. : **Important information for necessary action:**

Sir / Madam,

It is inform that pursuant to the amendment in Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, request for effecting transfer of securities (Equity Shares) shall not be processed unless securities are held in dematerialized form with a depository. This amendment shall come into force with effect from December 5, 2018.

In other words, request for effecting transfer of equity shares held in physical form will not be processed from the effective date i.e. December 5, 2018. It shall be mandatory to convert physical holding into electronic mode i.e. in demat, for transferring shares to another person(s)/entity(s).

In view of the aforesaid, all the shareholders holding shares in physical form are further advised to convert their shareholding from Physical form to Demat form with a Depository Participant of their choice. The following are the few advantages of holding securities in electronic mode i.e. demat:

1. Freedom from physical storage and Contribution to the 'Green Initiative';
2. Elimination of chances of theft, mutilation, defacement etc;
3. There is no need to bear stamp duty for transfer of securities; this brings down the cost of transaction significantly;
4. Easy to carry out any change/ alteration in personal particulars across all companies in which securities are held by making single request with your Depository Participant;
5. Monitoring of securities held in Demat form can be done from anywhere

**For Jullundur Motor Agency (Delhi) Limited**

**Sd/-**

**CS Sachin Saluja**

**Company Secretary & Compliance Officer**

**IMPORTANT: PLEASE READ CAREFULLY**

**1. WHAT should I do if original share certificate are missing :**

**Answer:** kindly send a separate request letter duly signed by all shareholders along with **DULY COMPLETED PAN UPDATION FORM** for issue of duplicate share certificate. Your letter should have company name, folio number, shareholder name(s) and your present address.

**2. WHAT should I do if ONE OR MORE shareholder is no more/deceased.**

**Answer:** In case shares are held in joint names and due to death you want to delete deceased shareholders name on share certificate then, as per Depository rules you can directly convert shares in to surviving shareholders demat account by submitting share certificate, demat request form, death certificate and name deletion form. For this shareholder are advised to contact their DP with whom they have opened demat account. We have explained this thru below example:

| Name printed on share certificate                    | Deceased shareholder name | Action required                                                         |
|------------------------------------------------------|---------------------------|-------------------------------------------------------------------------|
| First holder : A<br>2nd Holder : B<br>3rd Holder : C | A                         | Shares can be demated in joint demat account opened in names B&C or C&B |
| First holder : A<br>2nd Holder : B<br>3rd Holder : C | A & B                     | Shares can be demated in sole/single demat account of C                 |
| First Holder : A<br>2nd Holder : B                   | Anyone A or B             | Shares can be demated in sole/single demat account of A or B            |

**3. TRANSFER OF SHARES (NOT APPLICABLE IF ALL SHAREHOLDERS ARE DECEASED):** Please see below table

| S. No. | Situation                                                                                                                      | Action Required                                                                                                                                                                                                                                                                                                                                           |
|--------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | where all shareholders are surviving and you want to transfer shares in new person(s) names                                    | Kindly visit our website <a href="http://www.masserv.com">www.masserv.com</a> and refer download section (point no. 6) for detailed procedure and forms                                                                                                                                                                                                   |
| 2.     | Where minimum one shareholder is surviving and you want to add new share holder name along with surviving shareholder(s) name. | kindly visit our website <a href="http://www.masserv.com">www.masserv.com</a> and refer download section (point no. 6) for detailed procedure and forms. Please note you need to mention all shareholders name on share transfer form. In place of signature of deceased shareholder write "DECEASED" and attach Notarized or original death certificate. |

**4. TRANSMISSION OF SHARES (IN CASE OF DEATH OF ALL SHAREHOLDERS) :** kindly visit our website [www.masserv.com](http://www.masserv.com) and refer download section (point no. 10) for detailed procedure. If share certificate is missing then also see point no. 11 of download section.

**5. CHANGE OF ADDRESS :** Kindly send us change of address form and signature attestation form available on our website [www.masserv.com](http://www.masserv.com) under download section (point 9 and 7).

## REQUEST FORM

To,  
MAS SERVICES LIMITED  
T-34, 2nd Floor  
Okhla Industrial Area, Phase II  
New Delhi - 110020

**Date:**

Sub: **Update of PAN and Bank Account details in Company records**

Unit: **JULLUNDUR MOTOR AGENCY (DELHI) LIMITED**

**FOLIO NO:**

Dear Sir,

With reference to your letter regarding the captioned subject, please find below our bank and PAN details for updating the same in company records (attach self attested proofs also) :

A PAN of 1st shareholder

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

PAN of 2nd shareholder

PAN of 3rd shareholder

B Bank Details of 1st Shareholder

[attach Original cancelled cheque(with name printed on it)]

Name of bank:

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Branch address :

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C 9 Digit MICR Code

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Bank Account Number

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11 Digit IFSC Code

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Account type:

Saving / Current account / Cash credit

C EMAIL -ID(in block letters):

MOBILE No. /PHONE NO.:

Signature of 1st Shareholder

Signature of 2nd Shareholder

Signature of 3rd Shareholder

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