



Newgen Software Technologies Limited

CIN: L72200DLI992PLC049074

E-44/13, Okhla Phase-II, New Delhi-110 020, INDIA

Tel: +91-11-4653 3200 Fax : +91-11-2638 3963

Email: corpmktg@newgensoft.com URL: https://newgensoft.com

Date: September 28, 2018

To, BSE Limited Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai – 400001	To, National Stock Exchange of India Limited Exchange Plaza, Plot No. C/1, G Block, Bandra- Kurla Complex Bandra (E), Mumbai – 400051
Ref.: Newgen Software Technologies Limited (NEWGEN/INE619B01017) Scrip Code - 540900	Ref.: Newgen Software Technologies Limited (NEWGEN/INE619B01017)

Sub.: Intimation under Regulation 30 of SEBI (Listing Obligations and Disclosures Requirement), Regulation, 2015

Dear Sir/ Ma'am,

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose herewith the specimen letter sent to the shareholders, holding shares in physical form, for the following compliances:

- Mandatory furnishing the PAN and Bank details for updating master data with Company / RTA, in compliance with the SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018. The letter was dispatched to the shareholders on June 6, 2018 and the first reminder has been dispatched on September 26, 2018 as attached.
- Mandatory converting physical shares in demat form before placing request for transfer of shares as per SEBI notification number SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018. The letter has been dispatched to the shareholders on September 26, 2018 as attached.

This is for your kind information and record.

Thanking you.

For Newgen Software Technologies Limited

Aman Mourya

Company Secretary & Compliance Officer



Encl.: a/a.



NEWGEN

Newgen Software Technologies Limited

CIN:L72200DL1992PLC049074

E-44/13, Okhla Phase - II, New Delhi - 110 020, India

Tel: (91)-11-46533200 Fax: (+91)-11-26383963

URL: <https://newgensoft.com> E-mail: investors@newgensoft.com

Date :

NAME OF

SHAREHOLDER

ADDRESS

Dear Shareholder(s),

Sub: 1. SEBI mandates updation of PAN and Bank details against your holding (Circular dated April 20, 2018) - 1st Reminder

2. SEBI mandates transfer of securities only in dematerialized mode (Circular dated June 8, 2018) Pursuant to Securities and Exchange Board of India (SEBI) circular dated April 20, 2018 with regard to strengthening the guidelines and raising industry standards for Registrar & Transfer Agent (RTA), Issuer Company and Bankers to an issue, the members holding securities in physical form and whose registered folio(s) of the Company do not have or have incomplete details with regard to PAN number and Bank Mandate, are required to compulsorily submit the same as per requirement to the RTA of the Company.

In this regard, we had sent to you at your above address a letter dated May 15, 2018 seeking your PAN / bank account details.

The SEBI has mandated that for making dividend payments, companies whose securities are listed on the stock exchanges shall use electronic clearing services (local, regional or national), direct credit, real time gross settlement, national electronic funds transfer etc. It is also mandatory to print the bank details on the physical instrument if the payment is made in physical mode.

As per the records with RTA, your registered folio needs to be updated with the PAN / complete Bank details so that the investments held by you will be Know Your Customer (KYC) compliant.

Accordingly, it is hereby requested to fill and complete the below mentioned documents / formalities and submit to the RTA

- Enclosed formal duly filled in and signed by all the shareholders
- Self-audited copy of Pan Card of all the holders
- Cancelled Cheque leaf with name (if name is not printed, self-audited copy of the pass book first page)
- Address proof (self-audited Aadhaar-card)

In case you have already updated the PAN and bank mandates you may kindly ignore the same.

Further to the recent amendments in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, vide notification dated June 8, 2018 **SEBI** has mandated to hold securities in dematerialized mode for the purpose of effecting transfer of securities w.e.f December 5, 2018.

Holding of securities in demat form instead of physical form, eliminates bad delivery, saves stamp duty on transfers, ensures faster settlement, eases portfolio management and provides 'on-line' access through internet.

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

Karvy Computershare Pvt. Ltd.
(Unit : Newgen Software Technologies Limited)
Karvy Selenium Tower No.B, Plot No.31-32, Gachibowli,
Financial District, Nanakramguda, Hyderabad : 500 032
Email id : eiward.ris@karvy.com
Phone : 040 - 67162222
Toll Free No.: 1800-3454-001

Thanking you,

Yours faithfully,

For Newgen Software Technologies Limited

Sd/-

Aman Mourya

Company Secretary & Compliance Officer

FORMAT FOR FURNISHING THE PAN AND BANK DETAILS

Reference No: Ref: NEWG /PAN/1



RX029724408IN

To

Kary Computershare Private Limited Kary
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda, Hyderabad -
500 032

Dear sir,

Unit: Newgen Software Technologies Limited

I/ We furnish below our folio details along with PAN and Bank mandate details for updation and confirmation of doing the needful. I/we are enclosing the self-attested copies of PAN cards of all the holders, original cancelled cheque leaf, Bank pass book and address proof viz., Aadhaar card as required for updation of the details:

Folio No.	
Address of the Ist named shareholder as per the share certificate	
Mobile No	
E-Mail id	

Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)				
Name of the Bank				
Account Number (as appearing in your cheque book)				
Account Type (Saving / Current / Cash Credit)	<u>10 - Saving</u>		<u>11 - Current</u>	<u>13 - Cash Credit</u>
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification				
11 Digit IFSC Code				

	PAN No	Name	Signature
FirstHolder :			
JointHolder1 :			
JointHolder2 :			

Date:

Place:

NB: The above details will not be updated if the supporting documents are not attached and not duly signed by all the shareholders.