



4<sup>th</sup> September, 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/1, 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 reminder letters sent to the shareholders, holding shares in physical form, 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

**TATA INVESTMENT CORPORATION LIMITED**

Elphinstone Building 10 Veer Nariman Road Mumbai 400 001  
Tel 91 22 6665 8282 Fax 91 22 6665 7917 e-mail ticl@tata.com  
website www.tatainvestment.com CIN L67200MH1937PLC002622

**REMINDER I****IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION**

August 31, 2018

Dear Member,

**Unit: TATA INVESTMENT CORPORATION LIMITED****Sub.: Mandatory updation of PAN and Bank Account details against your folio number & Dematerialization of Shares**

We refer to our letters dated July 16, 2018 sent to you pursuant to

1. SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 (the Circular), in which SEBI has directed all the listed Companies to mandatorily record the PAN and BANK ACCOUNT details of all their shareholders holding shares in physical mode
2. SEBI Notification SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018, wherein Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 has been amended to mandate the transfer of securities of a Listed Company to be carried out in dematerialized form only. Further, Stock Exchanges vide their circulars have advised Listed Companies that with effect from December 5, 2018, shares will be transferred in dematerialised form only.

**As per our records**, neither the Company nor our Registrar & Share Transfer Agent (RTA) i.e. M/s. TSR Darashaw Limited, have received the aforesaid details from you for updating the information. As you continue to hold shares in physical form, we once again request you to send us the following documents in order to update your PAN card, bank account and other details in the Company's records **so that the investments held by you will be KYC compliant.**

**It may please be noted that as directed by SEBI:**

1. **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 is disallowed.**
2. **The Company shall not be able to process any request for transfer of shares held in physical form with effect from December 5, 2018, except for transmission and dematerialization.**

We therefore once again 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 September 24, 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/ Passport/ Utility Bill (not older than 3 months)
- 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/ 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/ Notarized as stated above are not enclosed.** We request you to provide these details in your own interest **latest by September 24, 2018.**

Thanking you,

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

## **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 minimize 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 share certificates into an electronic holding? [Dematerialisation]**

To dematerialize your paper/ physical share certificates, following procedures to be followed:

- a. You should have to open a Demat account with a DP of your choice
- b. You may then hand over to your DP, the Physical share certificates along with the 'Dematerialisation Request Form' (DRF).
- c. Only the securities registered in your name can be submitted for dematerialization.
- d. Your DP will then send the DRF and the physical share certificates to the Registrar and Share Transfer Agents of the Company, TSR Darashaw Limited ('TSRD') and an electronic request will also be sent through NSDL/CDSL network reconfirming the same.
- e. TSRDL will verify the documents and if found in order, the dematerialization request will be confirmed to NSDL/CDSL who will in turn inform to your DP.
- f. In the Register of Shareholders of the Company, your folio will be debited and the account of NSDL/CDSL will be credited in respect of such dematerialized securities.
- g. NSDL/CDSL in their electronic records will credit the account of your DP who will then credit your Demat 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 account holders who hold the securities in electronic form. The dividend/interest amounts as and when declared/issued will be sent to you through 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 Demat account on the T+2 working days ("T" means transaction days). There will not be any formalities of filing 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.

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**REMINDER - I**

IMPORTANT AND URGENT FOR IMMEDIATE ACTION

Date: August 31, 2018

Folio No./ Refer No RR- Demat – II/ **Sr No**

Name of the Shareholder

Address1

Address 2

Address 3

Address 4

Pin code

Jt holder 1 :

Jt Holder 2 :

Dear Shareholder,

**Unit: Tata Investment Corporation Limited**

**Sub: Requirement of Mandatory Dematerialisation of Securities –Reminder-I.**

We refer to SEBI Notification SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018, wherein Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 has been amended to mandate the transfer of securities of a listed company to be carried out in dematerialized form only. Further, Stock Exchanges vide their circulars have advised Listed Companies that with effect from December 5, 2018, shares lodged for transfer shall be in dematerialised form only.

In this regard, the Company had vide its letter dated July 16 2018 interalia advised you to take immediate action to dematerialise your shareholding in the Company. We notice that you have not yet dematerialised your physical shareholding with the Company.

Apart above regulatory requirements, we wish you to consider the fact that holding the shares in dematerialised form 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 or bad deliveries are avoided.

**In view of the Regulatory requirements, the Company shall not be able to process the requests for transfer of shares held in physical form with effect from December 5, 2018. You are therefore requested through this first reminder to please note and take action for dematerialization of your shares immediately.**

To know the process for dematerialization please contact us the Company/ us at the above address . The FAQs on dematerialization of shares are stated on the reverse for your ready reference

Yours faithfully,

For TSR Darashaw Limited

Sd/-

Authorised Signatory

Investor Service Section

## Frequently asked questions on Dematerialisation/Rematerialisation

### **A. What are the benefits of Dematerialisation of shares?**

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

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- a. You should have to open a Demat account with a DP of your choice
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- d. Your DP will then send the DRF and the physical share certificates to the Registrar and Share Transfer Agents of the Company, TSR Darashaw Limited ('TSRD') and an electronic request will also be sent through NSDL/CDSL network reconfirming the same.
- e. TSRDL will verify the documents and if found in order, the dematerialization request will be confirmed to NSDL/CDSL who will in turn inform to your DP.
- f. In the Register of Shareholders of the Company, your folio will be debited and the account of NSDL/CDSL will be credited in respect of such dematerialized securities.
- g. NSDL/CDSL in their electronic records will credit the account of your DP who will then credit your Demat 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 through 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.

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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.

Name of the Shareholder  
Address 1  
Address 2  
Address 3  
Address 4  
Pin code

Please return this form by  
September 24, 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 Reminder letter dated August 31, 2018 and request you to kindly update my/ our PAN, Bank details, Contact Details and Signatures as given below from the Affidavit attached, for future communications and records. I enclose the supporting documents to enable you to verify and update the details.

**Folio No. :**

	Name of the Shareholders	PAN No.*									
First Holder											
Joint Holder 1											
Joint Holder 2											
Joint Holder 3											
<ul style="list-style-type: none"> <li>Copies of legible self-attested PAN card(s) is/ are enclosed to enable verification</li> </ul>											
<b>Contact Details</b>											
<b>Mobile No.:</b>						<b>E-mail id:</b>					
<b>Tel No.:</b> (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			
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 any one document viz. Aadhaar / Passport / Utility Bill (not more than 3 months old).

**OR**

- i) A cancelled cheque in original (not bearing name of 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 Aadhaar/ Passport/ Utility Bill (not older than 3 months )

**AND**

- iv) Duly Notarized Affidavit on a Rs. 100/- Non-Judicial Stamp Paper towards registration of Signature(s)  
v) Duly notarized copy of PAN card and valid address proof

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: \_\_\_\_\_

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 Manger as the case may be.

**Affidavit (For Change of Signature / Non-availability of signature/Inability to sign due to old age and health problems/ Difference in Name)**

**Kindly read the instructions enlisted below carefully before executing this Affidavit**

**Important Instructions for filling the Affidavit**

- i. Before signing, kindly get the Affidavit franked with an amount of Rs.100/- or affix Special Adhesive Stamps of Rs.100/- or reproduce the text on Non-Judicial Stamp Paper of equivalent amount.
- ii. The Non-Judicial Stamp Paper must be purchased in the name of the accountholder. The date of execution of Affidavit should be within six months from the date of purchase.
- iii. Kindly submit proof of old address (in case of change) i.e address recorded with the Company and current address as mentioned under Point No. 2. If you wish to record your new address against the below folio, please forward to us **a separate request letter**, duly signed by the accountholders, as per their signatures on this Affidavit.
- iv. In case there is a difference in signature due to old age and health problems, kindly fill the details as mentioned under Point No. 6. In such cases, kindly submit original Medical Certificate, issued by a Registered Medical Practitioner (registration number of the Medical Practitioner should be mentioned on the original Medical Certificate) giving the reasons for such inability.
- v. In case there is a minor difference in the names of the accountholders on the supporting documents with the one recorded with the Company, kindly fill the details mentioned under Point No. 9. In case of major difference in the names of the accountholders, kindly furnish copy of Government Gazette Notification, duly attested by a Notary Public / First Class Magistrate.
- vi. Multiple folios will be accepted only if the folios are registered in the same names and in the same order of the holder(s).
- vii. The signatures of the accountholders on this Affidavit and request letter / Demat request Form / Share Transfer Form - Form SH-4/ Transmission Form should be the same.

**Important instructions for attesting the Affidavit**

- i. The date of execution of Affidavit should be same as the date of attestation by the Notary Public / First Class Magistrate.
- ii. The Affidavit should be signed and affirmed by all the accountholders in the presence of the above Authorities. Each page of the Affidavit should be signed by the accountholders and should bear the seal of the Notary Public /First Class Magistrate.
- iii. Full Address of the Notary Public / First Class Magistrate should be mentioned. Court fee /Notarial stamps, as applicable, should be affixed on the Affidavit.
- iv. Notary Book No. and Serial No. should be specifically stated on the Affidavit.
- v. Changes/Alterations/Overwriting made in the Affidavit should be authenticated by the same Notary Public /First Class Magistrate, under their official seal.

I/We \_\_\_\_\_ S/d/o \_\_\_\_\_ aged \_\_\_\_\_.  
2 \_\_\_\_\_ S/d/o \_\_\_\_\_ aged \_\_\_\_\_.  
3 \_\_\_\_\_ S/d/o \_\_\_\_\_ aged \_\_\_\_\_.  
4 \_\_\_\_\_ S/d/o \_\_\_\_\_ aged \_\_\_\_\_.  
Residing at \_\_\_\_\_

\_\_\_\_\_ solemnly affirm  
and declare in favour of **TATA INVESTMENT CORPORATION LIMITED** whose Registered  
Office is situated at **Elphinstone Building 10 Veer Nariman Road Mumbai –  
400001**

1. That I/We am/are the sole/joint holders of \_\_\_\_\_ number of shares/ debentures/ bonds  
(mention the details of **TOTAL number of securities**) in **TATA INVESTMENT  
CORPORATION LIMITED** whose securities are held by the holders as detailed below:
- 2.

Folio No.	No. of Shares / Debentures/Bonds	Certificate No.	Distinctive Nos. From	Distinctive Nos. To

3. That I/We am/are residing at the above address and have not changed my/our address from the one recorded with the Company for the past 3 years.

*[Kindly furnish copy of proof of old (in case of change) and new address viz. Valid Passport/ Aadhaar Card/ Voters Identity Card/ Electricity bill/ Telephone (only land line) bill / Latest Updated Bank Account Statement / Passbook [which is not more than 3 months old], duly attested by a Notary Public / Bank Manager / First Class Magistrate. Attestation by Notary Public/ First Class Magistrate should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable. Attestation by Bank Manager should bear the name, full address and official stamp of the bank. The original counterfoil of dividend / interest warrant will be accepted as old address proof. The address proof should be legible and in the name of the registered accountholder(mandatory)].*

4. That the above shares were acquired by me/us out of my/our own investment/ funds against allotment in Public Issue/ allotment in Right Issue or acquired from the market in the year(s)\_\_\_\_\_.
5. That my/our signature(s) might have changed/ altered by passing of time and therefore I/We request the Company to treat my/our signature(s) as per the records maintained with the Company as cancelled.
6. That my/our specimen signature(s) given below be taken on record in respect of my/our holdings of securities in the Company as mentioned in paragraph 1 above in place of my/ our existing signature(s) in the Company's record.
7. Due to old age and health problems, I now find it difficult to sign as per my signature recorded with the Company. Dr. \_\_\_\_\_ of \_\_\_\_\_ has issued a Medical Certificate in my favour giving the reasons for my inability to sign the relevant documents (Strike out if not applicable)
8. I/We hereby affirm that I/We shall not hold the Company or its Agents in anyway responsible for any consequences that might occur directly or indirectly on account of the Company or its Agents acting on my / our request herein stated by replacing the signature(s) in the Company's records and for the consequential acts/deeds by the Company/its Agent.
9. I/We hereby further affirm that the Transfer Deeds for sale of securities bearing my/our signature(s) as appended herein below can be taken as validly executed by me/us for all purposes and intents of transferring the ownership of securities held by me/us under the Folios as stated in paragraph 1 above / or for dematerialization of securities in the names of the accountholders / for issuance of duplicate share certificate/ for deletion of the name of the deceased shareholder.
10. That, \_\_\_\_\_(name on the share certificates) and \_\_\_\_\_ (name on supporting documents) is one and the same person.

I /We hereby affirm that I / We shall not hold the Company or its agents anyway responsible for any consequences that might occur directly or indirectly on account of the Company or its Agents acting on my / our request herein stated on account of replacing the name \_\_\_\_\_ (name on the share certificates) with \_\_\_\_\_ (name as per supporting documents) in the Company's records and for the consequential acts/deeds by the Company/its agent. (Strike out if not applicable)

11. That I/we enclose legible self-attested copies of my/our Valid Passport / PAN Card as proof of identity **(mandatory for all shareholders)**
12. This Affidavit is executed in favour of the Company/its Agent on my/our own volition and is in the format as required by the Company/its Agent forwarded to me/us vide its letter No. \_\_\_\_\_ dated \_\_\_\_\_

**Verification**

I/We solemnly affirm that the statements contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed



Solemnly declared and affirmed on Identification at \_\_\_\_\_ on this \_\_\_ day of \_\_\_\_\_.20\_\_

**(Photographs of all accountholders)**

- Specimen signature of \_\_\_\_\_ 1.
- Specimen signature of \_\_\_\_\_ 2.
- Specimen signature of \_\_\_\_\_ 3.
- Specimen signature of \_\_\_\_\_ 4.

Tel. No of the holder.:

Email id of the holder:

Deponents

\_\_\_\_\_  
\_\_\_\_\_

[Signature of First Class Magistrate/Notary Public]

[Name and full address of  
First Class Magistrate/ Notary Public]  
Registration No. \_\_\_\_\_

**Notary Register at Book No. \_\_\_\_\_ Serial No. \_\_\_\_\_**

Court Fee / Notarial Stamps	Official Seal of First Class Magistrate / Notary Public
<b>Name of the Company(s) :- TATA INVESTMENT CORPORATION LIMITED</b>	
<b>Folio No(s) :-</b>	
<b>Names of Shareholders</b>	<b>Specimen Signature</b>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
<b>1. Kindly update my Address as mentioned below :-</b>	
<b>3. Kindly correct my name in your records as mentioned below (only for minor correction). (Original share certificates to be enclosed for name correction)</b>	
<b>Name as per the records of the Company.</b>	<b>Name to be updated as</b>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____