



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

Ref. No.

Date:- 02/07/2018

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

Ref.: SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 Dated 20.04. 2018

UNIT: FACOR ALLOYS LIMITED

FOLIO NO: _____

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.

It has been observed that your account details and PAN number are not registered in records of the Company. You are therefore requested to arrange to 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. Self-attested copy of PAN card, including that of joint shareholders;
2. An original cancelled cheque leaf of 1st shareholder only. The Name of 1st shareholder should be printed on cheque leaf. If name of shareholder is not printed on cheque leaf, photocopy of passbook or bank statement duly attested by the banker alongwith cancelled cheque shall be required. A duly filled in and signed form appended as Annexure-A to this letter should be returned back to the company.
3. E-mail -Id (in block letters):
4. Mobile no. /Phone no.

Attention of the shareholders is also drawn to the SEBI's circular no. SEBI/LAD-NRO/GN/2018/24 dated 08th June, 2018 wherein it is mentioned that 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 on the one hundred and eightieth day from the date of its publication in official gazette. In other words, request for effecting transfer of equity shares held in physical form will not be processed from the effective date given in aforesaid notification. It shall be mandatory to convert physical holding into electronic mode i.e. in demat, for transferring shares to another person(s)/entity(s).

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.

Annexure – A

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| Name of Shareholder (s) | |
| Folio No. | |
| Pan (attach Self attested copy of Pan) | |
| Bank Details (attach Self attested copy of cancelled cheque) | |
| Bank Account No. | |
| Name of Bank | |
| Branch Address | |
| IFSC No. | |
| MICR No. | |

(_____)
Signature of Shareholder(s)