



# BENGAL TEA & FABRICS LIMITED

CIN: L51909WB1983PLC036542

Regd. Office: Century Towers, 4th Floor, 45, Shakespeare Sarani, Kolkata – 700 017

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**REGISTERED POST**

Date: 10th July, 2018

**REF: BTFL/MANDATE-PAN/CORRESPONDENCE**

Dear Shareholder,

**Re : Folio Nos. /DP ID-CLIENT ID:**

**Sub: Updation of Bank account, PAN & Other Shareholders' details**

We wish to inform that as per directive vide the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April, 2018 it has become mandatory for all listed Companies to make payment of dividend, if declared, to the members through approved electronic mode and to maintain updated Bank & PAN details of the members / beneficiaries, if not available already.

Accordingly those shareholders who are holding shares in physical form and receiving dividends by Dividend warrants/ Demand Drafts etc. are required to fill the attached form, sign the same and submit it along with an Original cancelled Cheque leaf bearing name of Account Holder / Photocopy of Bank pass book / statement duly self attested showing name of account holder to update the records for payment of any future dividends, and arrange to dispatch the same directly to our RTA, viz,:

M/s CB MANAGEMENT SERVICES (P) LTD  
(UNIT : BENGAL TEA & FABRICS LIMITED)  
P-22, BONDEL ROAD  
KOLKATA 700019.

Please also provide your Email Id, Phone/Mobile No. and copy of PAN (self-attested ) for our records as well as for sending all future correspondences to you by electronic means for speedy communication.

You are, therefore, requested to return the attached Form along with requisite documents within 21 days from the date of this letter.

**Those who are holding shares in dematerialised form are requested to submit the details only to their respective Depository Participants (DP), where they are maintaining their Demat account at the earliest.**

SEBI vide Circular No. SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June, 2018 has mandated that except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in dematerialized form with a depository after 5<sup>th</sup> December, 2018. The Shareholders, who are still holding shares in physical form are requested to take immediate action to demat their shares to avail easy liquidity since trading of shares of the Company are under compulsory Demat mode as per the regulation of SEBI.

Your kind co-operation in this matter is solicited.

Thanking you,

Yours faithfully,

For **Bengal Tea & Fabrics Ltd.**

Sd/-

**Sunita Shah**

*Company Secretary*

TO,  
M/s CB MANAGEMENT SERVICES (P) LTD  
(UNIT : BENGAL TEA & FABRICS LIMITED)  
P-22, BONDEL ROAD  
KOLKATA 700019

**(For physical holders)**

TO,  
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**(Name & address of DP for Demat holders)**

Dear Sirs,

I/We give my/our consent to update the following details in the records of Bengal Tea & Fabrics Limited and to henceforth arrange all payments and to make other communications by electronic means in compliance with the circulars as referred to in the letter dated 10.07.2018 received from M/s. CB MANAGEMENT SERVICES (P) LIMITED in respect of equity shares of BENGAL TEA & FABRICS LIMITED.

Shareholder Details		Bank Account Details of First Holder	
Folio No. /DP ID-Client ID:		Bank Name	
Name of Shareholder(s)		Branch Address	
First Holder			
Second Holder			
Third Holder		Account No.	
PAN (First Holder)		Account Type	Savings/Current*
Email ID (First Holder)		IFSC	
Mobile No. (First Holder)		MICR Code	

\*Strike out whichever is not applicable

Date:

Signature(s)

First holder :

Second holder :

Third holder :

**Encl: Photocopy of PAN card duly self attested and Original cancelled Cheque leaf bearing name of Account Holder / Photocopy of Bank pass book / statement duly self attested showing name of account holder.**