



BENGAL TEA & FABRICS LIMITED

CIN: L51909WB1983PLC036542

Regd. Office: Century Towers, 4th Floor, 45, Shakespeare Sarani, Kolkata – 700 017
Telefax: 033 2283-6416/6417 E-Mail: mail@bengaltea.com Website: www.bengaltea.com

IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

REF: BTFL/SHAREHOLDERS CORRESPONDENCE/2018-19/2nd

Date: 8th September, 2018

Folio / ID No. :

Dear Shareholder

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

Sub : **Updation of Shareholders' details in the records of the Company**

We observe from our records that you are holding shares in our Company. In this connection, we draw your kind attention to our earlier letters dated 10th July, 2018 and 9th August, 2018, to which there was no response. However, we are once again reminding you to get your response on the following:

Updation of Bank Mandate, PAN and contact details

As per 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 20th April, 2018 it has become mandatory for all listed Companies to make payment of dividend, if declared, to the investors through electronic mode and to maintain updated Bank details of the investors. In order to facilitate speedy disbursement of dividend to your bank account and speedy communication, we request you to kindly fill up the form which was sent to you vide our letter dated 10th July, 2018 and 9th August, 2018 with your personal bank account details 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, contact details and copy of PAN (self-attested), address proof (self-attested Addhaar Card) for change in address if any, sign to give your consent to receive all future communications in electronic mode and arrange to dispatch the same directly to our RTA, viz.:

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

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

Transfer of Shares in Physical mode to be discontinued

SEBI vide Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 and BSE vide Circular no. LIST/COMP/15/2018-19 dated 5th July, 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 5th December, 2018. You are, therefore, requested to convert your shares from physical to demat mode at the earliest, to comply with the legal provisions for transfer of shares prescribed by the Securities and Exchange Board of India. In case you do not have any demat account, you may contact your nearest Depository Participant (DP), who will guide you in opening the same.

You are requested to revert back soonest possible with the required details but not later than twenty-one days from the date of this letter.

Your kind co-operation in this matter is solicited.

Thanking you,

Yours faithfully,

For **Bengal Tea & Fabrics Limited**

Sd/-

Sunita Shah

Company Secretary

Please ignore this letter if you have already furnished the above details or you are already holding shares in demat form.