



**THE TINPLATE COMPANY OF INDIA LIMITED**

July 30, 2018

The Secretary  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai – 400001

Manager  
Listing Department  
National Stock Exchange of India Limited  
Exchange Plaza, Bandra-Kurla Complex,  
Bandra (East), Mumbai – 400051

Dear Sir,

**Sub: Letter to the shareholders holding shares in physical form**

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, please find enclosed the letters sent to the shareholders informing them to update their PAN and Bank Account details and to convert their shareholding in dematerialization form.

For your kind information and record.

Thanking you,

Yours faithfully,  
THE TINPLATE COMPANY OF INDIA LIMITED

  
(KAUSHIK SEAL)  
COMPANY SECRETARY

Encl.

Folio no  
Name of the Shareholder  
Address1  
Address 2  
Address 3  
Address 4  
Pin code

Please return this form by  
**August 4, 2018**

To,  
TSR Darashaw Limited  
6-10, Haji Moosa Patrawala Industrial Estate,  
20, Dr. E. Moses Road, Mahalaxmi, Mumbai – 400011

Dear Sir.

**Unit : The Tinsplate Company of India Limited**

**Re: Registration of Permanent Account Number and Bank Account details as per Circular of SEBI**

I / We refer to your circular dated July 14, 2018 and request you to kindly update my / our PAN, Bank details as given below. I / We also request you to record out contact numbers and email ids for future communications. I enclose the supporting documents to enable you to verify and update the details

**Folio No. : 1234**

	Name of the Shareholders	PAN No.*									
First Holder	A										
Joint Holder 1	B										
Joint Holder 2	C										
<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)											

<b>Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)</b>											
Name of the Bank											
Name & Address of the Branch											
Account Type (Saving / Current / Cash Credit)						Saving		Current		Cash Credit	
Account Number (as appearing in your cheque book)											
9 Digit MICR 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**):

- A cancelled cheque in original bearing my name as the account holder(s).
- Self-attested legible copy of Aadhaar/ valid Passport/ Utility Bill (not older than 3 months).

**OR**

- A cancelled cheque in original (not bearing name of account holder) along with a copy of my/our first page of bank passbook / statement (not more than three months old) stating the name(s) of all accountholder(s), duly attested by the Bank Manager under his name, full address and official stamp of the bank.
- 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 Aadhaar / valid Passport / Utility Bill (not older than 3 months)

I /We hereby state that the above mentioned details are true and correct and we give my/our 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 Agent 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 Manager as the case may be.**

**TSR DARASHAW LIMITED**

CIN : U67120MH1985PLC037369

6-10 Haji Moosa Patrawala Industrial Estate 20 Dr. E. Moses Road Mahalaxmi Mumbai – 400 011

Tel 91 22 6656 8484 Fax 91 22 6656 8494 E-mail csg-unit@tsrdarashaw.com Website www.tsrdarashaw.com

**IMPORTANT & URGENT FOR YOU IMMEDIATE ACTION**

14<sup>th</sup> July, 2018

Dear Member,

**Unit : The Tinline Company of India Limited**

**Sub. : Mandatory updation of PAN and Bank Account details against your folio number**

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April, 2018 (the Circular), members whose folios do not have or have incomplete details of PAN and/or Bank Account, are required to compulsorily furnish these details for updating the same against their folio number. **As per our records, your folio needs to be updated with the PAN/ complete Bank details so that the investments held by you will be with proper KYC compliance.**

We therefore 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 August 4, 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/ valid 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 / valid Passport / Utility Bill (not more than 3 months old)

**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 as stated above are not enclosed.**

**As directed by SEBI, 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 may be disallowed.**

We request you to provide these details in your own interest.

Thanking you,

Yours faithfully,

For **TSR DARASHAW LIMITED**

Sd/-

( Investor Servicing Section )

Encl/- as above



**THE TINPLATE COMPANY OF INDIA LIMITED**

**CIN:** L28112WB1920PLC003606

**Registered Office:** 4, Bankshall Street, Kolkata 700001

**Phone No:** 033 2243 5401 **Fax No:** 033 2230 4170

**Website:** [www.tatatinplate.com](http://www.tatatinplate.com), **Email:** [company.secretariat@tatatinplate.com](mailto:company.secretariat@tatatinplate.com)

July 14, 2018

NAME & ADDRESS of the shareholder

Dear Shareholder(s),

**Sub.: Conversion of Physical shares into dematerialized form**

The Securities and Exchange Board of India ('SEBI') vide its notification dated June 8, 2018 amended SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, which mandates that transfer of securities with effect from December 5, 2018 would be in dematerialized form only.

As per the records maintained with the Company's Registrar & Share Transfer Agents, TSR Darashaw Limited ('TSRD'), we note that your holding in the Company is in physical form. Accordingly, we urge you to take necessary steps with your Depository Participant(s) to dematerialize your shares held in the Company. Please note that as per the above SEBI Notification, with effect from December 5, 2018, the Company/ TSRD will be obliged to reject any request for transfer of your shares. However, requests for transmission or transposition and dematerialization shall continue to be considered.

The FAQs on dematerialization of shares, including the process for dematerialization, is given overleaf for your information.

In case of any queries in this regard, you may also contact our Registrar & Share Transfer Agents at:

**TSR Darashaw Limited**

Unit: The Tinsplate Company of India Limited

6 – 10, Haji Moosa Patrawala Industrial Estate

20 Dr. E Moses Road, Near Famous Studio,

Mahalaxmi, Mumbai – 400 011

Telephone: +91 22 6656 8484/ +91 22 6617 8411-14

Fax: +91 22 6656 8494

email: [csg-unit@tsrdarashaw.com](mailto:csg-unit@tsrdarashaw.com) website: [www.tsrdarashaw.com](http://www.tsrdarashaw.com)

Thanking you,

For **The Tinsplate Company of India Limited**

Sd/-

**Kaushik Seal**

**Company Secretary**

## 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 minimise 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 certificates into an electronic holding? [Dematerialisation]**

To dematerialize your holding, you should first have an account with a DP of your choice. You may then hand over to your DP, the certificates along with the 'Dematerialisation Request Form' (DRF). Only the securities registered in your name can be submitted for dematerialization. Your DP will then send the DRF and the certificates to the Registrar and Share Transfer Agents of the Company, TSR Darashaw Limited ('TSRD') and an electronic request will also be sent through the NSDL/CDSL network reconfirming the same. TSRD will verify the documents and if found in order, the dematerialization request will be confirmed to NSDL/CDSL who will in turn inform your DP. In the books of the Company, your folio with TSRD will be debited and the account of NSDL/CDSL will be credited in respect of such dematerialized securities. NSDL/CDSL in their electronic records will credit the account of your DP who will then credit your 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 TSRD 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/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 account on the very next day of payout with no formalities of filling 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.