



THE TINPLATE COMPANY OF INDIA LIMITED

November 7, 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: 2nd Reminder 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 2nd Reminder 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.

REMINDER - II

IMPORTANT AND URGENT FOR IMMEDIATE ACTION

Date: November 2, 2018

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

Name of the Shareholder

Address1

Address 2

Address 3

Address 4

Pin code

Jt holder 1 :

Jt Holder 2 :

Dear Shareholder,

Unit: The Tinsplate Company of India Limited

Sub: Requirement of Mandatory Dematerialisation of Securities –Reminder-II.

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, share transfer shall be in dematerialised form only. However transmission of shares and dematerialisation of shares can take place thereafter.

In this regard, the Company had vide its letter dated July 14, 2018 and August 28, 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 second reminder to please note and take action for dematerialization of your shares immediately.

To know the process for dematerialization please contact 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?

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 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 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.

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 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.

SECOND and Final REMINDER

IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

November 2, 2018

Dear Member,

Unit: The Tinsplate Company of India Limited

Sub.: Mandatory updation of PAN and Bank Account details

We refer to our letters dated July 14, 2018 and August 28 sent to you pursuant to 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 .

As per our records, neither the Company nor the Registrar & Share Transfer Agent (RTA) i.e. M/s. TSR Darashaw Limited, have received the aforesaid details from you for updating the information./ The details are not provided of all holders/ The details received are incomplete and are with/ without supporting documents

It may please be noted that 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 in absence of bank details, issue of dividend payment & other payment is disallowed..

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 **latest by November 24, 2018 so that the investments held by you will be KYC compliant**

A. Requirements for registration of Permanent Account Number (PAN)

- q Self-attested legible copy of the PAN Card(s) of all the holders of the account to be sent.
- q 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

- q **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)

OR

- q **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.

C. Requirement for digitization of Specimen Signatures of Holders

An Affidavit as per the draft enclosed executed on a stamp paper of Rs.100/- duly notarized and executed as per the instructions stated thereon, alongwith the supporting documents.

It may please be noted that the above details will not be updated if the supporting documents are not enclosed / are not duly signed by all the holders/. We request you to provide these details in your own interest latest by November 24, 2018.

Thanking you,

Yours faithfully,
For **TSR DARASHAW LIMITED**
(Investor Servicing Section)
Encl/- as above

SECOND AND FINAL REMINDER

IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

November 2, 2018

Dear Member,

Unit: The Tinsplate Company of India Limited

Sub.: Mandatory updation of PAN and Bank Account details

We refer to our letters dated July 14, 2018 and August 28 sent to you pursuant to 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 .

As per our records, neither the Company nor the Registrar & Share Transfer Agent (RTA) i.e. M/s. TSR Darashaw Limited, have received the aforesaid details from you for updating the information./ The details are not provided of all holders/ The details received are incomplete and with/ without supporting documents

It may please be noted that 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 in absence of bank details , issue of dividend payment & other is disallowed..

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 **latest by November 24, 2018 so that the investments held by you will be KYC compliant**

A. Requirements for registration of Permanent Account Number (PAN)

- q Self-attested legible copy of the PAN Card(s) of all the holders of the account to be sent.
- q 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

q **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)

OR

q **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 are not enclosed/ not duly signed by all the holders/. We request you to provide these details in your own interest latest by November 24, 2018.

Thanking you,

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

Encl/- as above

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

Please return this form
by November 24, 2018

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

Dear Sir.

Unit: The Tinplate Company of India Limited

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

I/ We refer to your Reminder letter dated November 2, 2018 and request you to kindly update my/ our PAN, Bank details, Contact Details as given below, 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											
Joint Holder 4											
Copies of legible self-attested PAN card(s) is/ are enclosed to enable verification											
Contact Details											
Mobile No.:						E-mail id:					
Tel No.: (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 older than 3 months).

OR

- i) A cancelled cheque in original (not bearing name of account holder) along with a copy of my bank passbook/ statement (not older than three months), 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)

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. _____
4. _____

Note: The above details will not be updated if the supporting documents are not attached, duly signed by all the holders/ attested by Bank Manger as the case may be.

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

Please return this form
by November 24, 2018

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

Dear Sir.

Unit: The Tinplate Company of India Limited

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

I/ We refer to your Reminder letter dated November 2, 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											
Copies of legible self-attested PAN card(s) is/ are enclosed to enable verification											
Contact Details											
Mobile No.:						E-mail id:					
Tel No.: (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 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**):

- 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 older than 3 months).

OR

- i) A cancelled cheque in original (not bearing name of account holder) along with a copy of my bank passbook/ statement (not older than three months), 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 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. _____

4. _____

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 **THE TINPLATE COMPANY OF INDIA LIMITED**
 whose Registered Office is situated at 4, Bankshall Street, Kolkata 700001.

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 **THE TINPLATE COMPANY OF INDIA 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 I 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 I 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.

Deponents

Tel. No of the holder.:

Email id of the holder:

[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
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Name of the Company(s) THE TINPLATE COMPANY OF INDIA Ltd. Folio No(s) :-	
Names of Shareholders	Specimen Signature
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
1. Kindly update my Address as mentioned below :-	
3. Kindly correct my name in your records as mentioned below (only for minor correction). (Original share certificates to be enclosed for name correction)	
Name as per the records of the Company.	Name to be updated as
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____