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C B MANAGEMENT SERVICES (P) LIMITED

CIN: U74140WB1994PTC062959

P-22, BONDEL ROAD, KOLKATA- 700019

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REF: GKW/MANDATE-PAN/1

September 14, 2018

MR.-----,
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Dear Shareholder,

Company Name: GKW LIMITED.

Re : Folio No(s).

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

Please refer to our letters dated 16th July,2018 and 19th August,2018 sent by Registered Post. We have not received any response from you till date. Compliance with these letters is a mandatory obligation. We therefore bring to your attention once again the following: -

Updating 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 April 20, 2018; all listed Companies are required to maintain, in order to make payment of dividend, if declared, to the members through electronic mode, updated Bank details of the members/beneficiaries. To support the green initiative, we would also like to have your contact details including email id to communicate to you electronically for paperless and speedy communication.

In order to comply with these mandatory requirements, we once again request to you:

- a) Fill up the enclosed Form with your Bank account details where you want your dividends if declared, to be deposited and your contact details.
- b) copy of your Income Tax PAN Number, self attested
- c) copy of your Aadhaar number self attested
- d) Original/ copy of your Bank cheque leaf with your name printed on it (duly cancelled) or copy of your Bank passbook showing the bank particulars (duly self-attested).
- e) Sign the Form and send directly to us at M/S CB MANAGEMENT SERVICES (p) LTD, (UNIT: GKW LIMITED), p-22, BONDEL ROAD, KOLKATA-700 019 within 21days of this letter.

Dematerialization of Shares

SEBI, by notification No SEBI/LAD-NRO/GN/2018/24 dated 8th June 2018, has directed that effective from 5th December,2018 no sale or purchase of shares will be allowed in physical form. We therefore request that you arrange for dematerialization of your physical share certificates immediately.

Yours faithfully,

For CB management Services (P) Ltd.

Sd/-

Registrars

Encl: Form on page 3

P.S. Please ignore this letter if have already submitted the required documents based on our earlier letters.

UNIT: **GKW LIMITED..**

I/We give my/our consent to update the following details in the records of GKW LTD.. and to henceforth arrange all payments and other communications by electronic means in compliance with Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015:

Shareholder Details		Bank Account Details of First Holder	
Folio No.		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:

1) Photocopy of PAN card duly self attested.

2) Original cancelled Cheque leaf bearing the name of the shareholder or Photocopy of Bank passbook-Statement attested by the bank.