

# MEHTA HOUSING FINANCE LTD.

004, LAW GARDEN APARTMENT, SCHEME 1, OPP. LAW GARDEN, ELLISBRIDGE,  
AHMEDABAD – 380006.

CIN: L65910GJ1993PLC020699, Ph: 079-26561000/5566 E-mail: mifl\_in@yahoo.com

Date: 01/09/2018

DEAR SHAREHOLDER,

**Ref: Shares held in Mehta Housing Finance Ltd.**  
**Sub.: Mandatory update of PAN and Bank details against your share holding and Dematerialization of Physical Shares**

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April, 2018, shareholders whose ledger folios do not have/has incomplete details with respect to PAN and Bank particulars are mandatorily required to furnish these details to the Issuer Company/RTA for registration in the folio. **As per our records, your folio needs to be updated with the PAN / Complete Bank details so that the investments held by you are in compliance with the aforementioned circular.**

**We have already sent you the first letter dated 27<sup>th</sup> July, 2018 with respect to above stated subject and no response from you have been received to us yet. We hereby intimate you a second reminder to provide the below mentioned documents to fulfill the requirement of the circular.**

You are hence requested to submit the following documents within 21 days of receipt of this communication:

- Enclosed form duly filled in and signed by the shareholder.
- Self-attested copy of Pan Card of the shareholder including joint holder.
- Cancelled personalized cheque leaf (In absence of personalized cheque, self-attested copy of first page of pass book)
- Address proof (self-attested copy of Aadhaar-card)

Further as per SEBI Circular SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June, 2018, BSE Circular No. LIST/COMP/15/2018-19 dated 5<sup>th</sup> July, 2018 and NSE Ref. No. NSE/CML/2018/26 dated 9<sup>th</sup> July, 2018 shareholders are advised to **Dematerialize of Physical Shares since request for effecting transfer securities (Except in case of transmission of transposition of securities) shall not be permitted from 5<sup>th</sup> December, 2018.**

Accordingly to said Regulation, request for effecting transfer of securities shall not be processed unless the securities are held in dematerialization form with a Depository from 5<sup>th</sup> December, 2018.

In view of the above, you all are advisable to convert your Physical shares into Demat shares from early as possible, as otherwise they will not able to transfer the shares in physical form with effect from 5<sup>th</sup> December, 2018.

The Shareholders are advised that to transfer of shares of the Company, the same are required to be dematerialized. The key steps involved in dematerializing shares are enumerated below;

1. Open a Demat account with Depository Participant (DP);
2. Submit physical shares certificate to DP along with a Demat Request Form (DRF);
3. DP would inform the Depositories (NSDL or CDSL) regarding the Demat Request;
4. The DP would thereafter submit the share certificate along with DRF to Registrar of the Company;
5. The Registrar would validate the documents and convey Acceptance/Rejection of the Demat Request to the concerned Depository;
6. Upon successfully dematerialization of the shares, The Registrar would update the Register of Members;
7. The concerned Depository would also update its record and inform the DP;
8. The DP would then credit the shares into Demat Account of the Investor.

**FORM FOR FURNISHING PAN AND BANK DETAILS**

Reference No:

To,

Mehta Housing Finance Ltd.

004, Law Garden Apartment, Scheme 1,

Opp. Law Garden, Ellisbridge, Ahmedabad-380006

Dear Sir/Madam,

**Unit: Mehta Housing Finance Ltd.**

I/we hereby furnish our PAN and Bank mandate details for update in your records.  
I/we are enclosing herewith:

- 1) Self-attested copies of PAN card including joint holders.
- 2) Original personalized cancelled cheque leaf/First page of attested bank pass book and
- 3) Address proof viz., Aadhaar card as required for updation of the details:

<b>Folio No. :</b>			
<b>Mobile No. :</b>		<b>E-Mail id:</b>	
<b>Bank Account Details (for electronic credit of dividends) :</b>			
<b>Name of the Bank and</b>			
<b>Address of the Bank</b>			
<b>Account Number (as appearing in your cheque book)</b>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		<b>Account Type</b> <input type="checkbox"/> <b>Saving</b> <input type="checkbox"/> <b>Current</b> <input type="checkbox"/> <b>Cash Credit</b> <input type="checkbox"/>	
<b>9 Digit MICR Num</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<b>11 Digit IFSC Co</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	<b>Name</b>	<b>PAN</b>	<b>Signature</b>
First Holder :			
JointHolder1 :			

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**NB:** The above details will not be updated if the supporting documents are not attached and not duly signed by the shareholder/s.