

Plot no. J-1, Block No. B-1, Mohan Coop Industrial Area  
Mathura Road, New Delhi- 110044  
Ph.nos. 011-4097 5400/444/555 Fax +91-11-41678841-42

**IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION**

Dear Shareholder(s),

**Sub: (1) Mandatory updation of PAN and Bank details against your physical holding  
(2) Conversion of shares into dematerialised form**

1. The Securities and Exchange Board of India has by its circular SEBI/HO/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April, 2018 mandated that the companies through their Registrar and Transfer Agents (“RTA”) take special efforts for collecting copies of PAN and Bank Account details for the security of the holders holding securities in physical form.

Those security holders whose folio(s) do not have complete details relating to their PAN and Bank Account, or where there is any change in the bank account details provided earlier, have to compulsorily furnish the details to RTA/Company for registration /updation.

As per the records available with us, your folio needs to be updated with the PAN/Bank Account details. You are therefore requested to submit the following to update the records within 21 days from the date of receipt of the letter to enable us to update the records.

**ACTION REQUIRED FROM YOU**

- Enclosed format duly filled in and signed by all the shareholders
  - Self-attested copy of Pan Card of all the holders of the security
  - Cancelled Cheque leaf with name ( if name is not printed, self-attested copy of the pass book showing the name of the account holder) of the first holder
  - Address proof (self-attested Aadhaar-card) of the first holder
  - Any change in the name of the holders
2. The Securities and Exchange Board of India (“SEBI”) vide its notification dated 8<sup>th</sup> June, 2018 amended SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, which mandates the transfer of securities to be in dematerialised form only, with effect from 5<sup>th</sup> December, 2018.

As per the records maintained with the Company’s Registrar & Share Transfer Agents, Karvy Computershare Private Limited (“Karvy”), we note that your holding in the Company is in physical form. We therefore request you to dematerialise the Equity Shares held by you in the Company to facilitate transfer of shares.

You may accordingly, approach any Depository Participant(s) having registration with SEBI to open a demat account and dematerialise your shares held in the Company.

The process for converting your holding in dematerialised form is available on the Company’s website at the web-link <https://www.radickhaitan.com/investorcentre>.

In case if you have any queries or need any assistance in this regard, please contact:

M/s Karvy Computershare Pvt. Ltd. Unit :RADICO KHAITAN LIMITED Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032 Toll Free No.: 1800-3454-001 Email : <a href="mailto:inward.ris@karvy.com">inward.ris@karvy.com</a>	RADICO KHAITAN LIMITED Plot No. J-1, Block B-1 Mohan Co-op Industrial Area, Mathura Road New Delhi -110044 Telephone No. 011-40975431 Email: <a href="mailto:infor@radico.co.in">infor@radico.co.in</a>
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Thanking you,

Yours faithfully,

**For Radico Khaitan Limited**

Sd/

**Amit Manchanda**

**Vice President – Legal & Company Secretary**

## FORMAT FOR FURNISHING THE PAN AND BANK DETAILS

Reference No: RKL/PAN/1/1

To  
Karvy Computershare Private Limited  
Karvy Selenium Tower B, Plot 31-32,  
Gachibowli, Financial District,  
Nanakramguda, Hyderabad - 500 032

Dear Sir,

**Unit: Radico Khaitan Limited**

I/ We furnish below our folio details along with PAN and Bank mandate details for updation and confirmation of doing the needful. **I/we are enclosing the self-attested copies of PAN cards of all the holders, original cancelled cheque leaf, Bank passbook and address proof viz., Aadhaar card as required for updation of the details:**

<b>Folio No.</b>	
<b>Address of the 1st named shareholder as per</b>	
<b>Mobile No</b>	
<b>E-Mail id</b>	
<b>Aadhar No.</b>	

<b>Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)</b>									
<b>Name of the Bank</b>									
<b>Name of the Branch</b>									
<b>Account Number (as appearing in your</b>									
<b>Account Type (Saving/Current/Cash Credit)</b>	<u>Saving</u>			<u>Current</u>			<u>Cash Credit</u>		
<b>9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification</b>									
<b>11 Digit IFSC Code</b>									

	<b>PAN No</b>	<b>Name</b>	<b>Signature</b>
<b>First Holder:</b>			
<b>Joint Holder1:</b>			
<b>Joint Holder2:</b>			

Date :

Place :

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