

**IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION**

Date: July 22, 2021

Dear Shareholder,

**Sub.: Dematerialization of shares by unlisted public companies and updation of signatures, PAN and Bank Account details against your folio number**

At the outset, we hope that you and your family are healthy and safe.

We refer to the Notification dated September 10, 2018 issued by the Ministry of Corporate Affairs to amend the Companies (Prospectus and Allotment of Securities Rules, 2014) (the Rules) for dematerialization of securities of the unlisted public companies. The amended Rules came into force on October 2, 2018. Pursuant to the said amendment every unlisted public company shall issue the security only in dematerialized form and shall facilitate dematerialization of all its existing securities in accordance with the provisions of the Depositories Act, 1996 and the Regulations made thereunder.

Further, it has been mandated that every holder of securities of an unlisted public company:

- i. who intends to transfer such securities on or after October 2, 2018, shall get such securities dematerialized before the transfer; or
- ii. who subscribes to any securities of an unlisted public company (Whether by way of private placement or bonus shares or rights offer) on or after October 2, 2018 shall ensure that all his existing securities are held in dematerialized form before such subscription.

Accordingly, in view of the said amendment in the Rules, the Company has appointed National Securities Depository Limited and NSDL Database Management Limited (NDML) as the Designated Depository and Registrar and Share Transfer Agents of the Company respectively.

The ISIN for Rado Tyres Limited: INE06JH01012

The Shareholders are hereby requested to kindly dematerialize their holding in the Company considering their own interest and for enhancing transparency, investor protection and governance in the corporate sector.

Additionally, the Company is also in the process of updating the KYC documents for its shareholders. We request you to send us the following documents in order to update your signature, PAN card, bank account and other details in the Company's records so that the investment held by you will be KYC compliant.

It may also be noted that the Company is not be able to process any request for transfer of shares held in physical form with effect from October 2, 2018 except for transmission and dematerialization.

In view of the above we request you to kindly furnish your details as mentioned above Immediately.

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

- Self-attested legible copy of the PAN Card(s) of all the shareholders to be sent.
- In case the shareholder is a resident of Sikkim, the shareholder is required to submit a valid Identity proof issued by the Government (self-attested).

**B. Requirements for registration of Bank Account details**

- If the name of the first shareholder is printed on the cheque: (all requirements to be complied by you)
  - Cancelled cheque in original bearing the name of the shareholder
  - Self-attested legible copy of any one of the document viz. Aadhaar / Passport / Utility Bill (not older than 3 months)

**OR**

- If the name of the shareholder is not printed on the cheque (all requirements to be complied by you)
- Cancelled cheque in original.
  - Bank attested copy of the first page of the Bank Passbook / Bank Statement showing the names of the shareholders as 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 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 shareholders / attested by the Bank Manager as stated above are not enclosed.

We hereby request you to kindly provide these details considering your own interest immediately.

Thanking you,

Yours faithfully,

Rado Tyres Limited



11 Digit IFSC Code (as appearing in your cheque book)																			
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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 more than 3 months old).

**OR**

- iii) A cancelled cheque in original (not bearing name of the shareholder as account holder) along with a copy of my bank passbook / statement (not more than three months old), duly attested by the Bank Manager under his name, full address and official stamp of the bank.
- iv) 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.
- v) Self-attested legible copy of Aadhaar / Passport / Utility Bill (not more than 3 months old)

I /We hereby state that the above-mentioned details are true and correct and we consent towards updating 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.