



## DALMIA REFRACTORIES LIMITED

Registered Office: Dalmiapuram, P.O. Kallakudi - 621 651, Distt. Tiruchirapalli, Tamil Nadu  
CIN L24297TN1973PLC006372  
Tel: 011-23457100 ; Fax:011-23324136  
Email: snccil@dalmiarf.com; Website: www.dalmiarefractories.com

### **IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION**

Ref: NATA/PAN/LET\_REF\_NO

Date : 27th September, 2018

HOLDER  
HOLDER\_ADD  
HOLDER\_AD1  
HOLDER\_AD2  
HOLDER\_AD3  
PIN HOLDER\_PIN

Dear Shareholder(s),

#### **Sub: DALMIA REFRACTORIES LIMITED**

As per our records, you are the equity shareholder of Dalmia Refractories Limited. We would like to draw your kind attention to the following urgent matters, which require your immediate action

#### **DEMATERIALISATION OF SHARES**

SEBI vide its circular No. SEBI/LAD-NRO/GN/2018/24 dated 8 June, 2018 has mandated that w.e.f. December 5, 2018 (except in case of transmission or transposition of securities), **requests for effecting transfer of securities shall not be processed unless the securities are held in dematerialisation form with a depository.** In light of same, the shareholders are requested to **kindly convert their physical shares into DematForm to avoid hassle in case of transfer of shares.**

#### **UPDATION OF SHAREHOLDER DETAILS**

##### **A. PAN AND BANK DETAILS**

The SEBI has by its circular SEBI/HO/DOP1/CIR/P/2018/73 dated 20th 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 of the security 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 /update.

##### **B. EMAIL ID AND CONTACT DETAILS**

We would also request you to provide your e-mail ID and other contact details for speedy communication to you. Further, you are also requested to give your consent to receive all communications in electronic mode. This choice shall act as your contribution to environment sustainability and saving the planet.

Therefore, you are requested to submit the following documents to update the records immediately:

- 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/Address of the holders

You are hence requested to submit the following documents within 21 days of receipt of this communication and In case you have already updated your Pan and Bank details with the Company, you may ignore the same.

In case you have any queries or need any assistance in this regard, you may contact Company directly or through Company's Registrar and Transfer Agent (RTA) at below mentioned details:

<b>DALMIA REFRACTORIES LIMITED</b> Registered Office: Dalmiapuram, P.O. Kallakudi - 621 651, Distt. Tiruchirapalli, Tamil Nadu Tel: 011-23457100 ; Fax:011-23324136 Email: snccil@dalmiarf.com Website: www.dalmiarefractories.com	M/s Karvy Computershare Pvt. Ltd. Unit : <b>DALMIA REFRACTORIES LIMITED</b> Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032 Toll Free No.: 1800-3454-001 Email : einward.ris@karvy.com
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Thanking you,

Yours faithfully,  
For **Dalmia Refractories Limited**

Sd/-

**Akansha Jain**  
Company Secretary

To Open Please Tear Here

To Open Please Tear Here

To Open Please Tear Here

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**FORMAT FOR FURNISHING THE PAN CARD, AADHAR CARD AND BANK DETAILS**

Reference No: NATA/PAN/LET\_REF\_NO



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

Dear sir,

**Unit: DALMIA REFRACTORIES LIMITED**

I/ We furnish below our folio details along with PAN Card, Aadhar Card 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 pass book and address proof viz., Aadhaar card** as required for updation of the details:

<b>Folio No.</b>	
<b>Address of the Ist named shareholder as per the share certificate</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 cheque book)</b>			
<b>Account Type (Saving / Current / Cash Credit)</b>	<b><u>10 - Saving</u></b>	<b><u>11 - Current</u></b>	<b><u>13 - Cash Credit</u></b>
<b>9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) A photocopy of a cheque is enclosed for verification</b>			
<b>11 Digit IFSC Code</b>			

<b>Holder</b>	<b>Name</b>	<b>PAN No.</b>	<b>Aadhar No.</b>	<b>Signature</b>
<b>First Holder :</b>				
<b>Joint Holder 1 :</b>				
<b>Joint Holder 2 :</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.**