

To

Date:23/08/2018

Joint holder 1 :

Joint holder 2:

Ref : Folio No. \_\_\_\_\_

## Sub: Mandatory Updation of PAN and Bank Account details

Dear Shareholder(s),

Securities and Exchange Board of India (SEBI) vide its circular no. SEBI/HO/MIRSD/DOPI/CIR/P/2018/73 dated April 20, 2018 has issued guideline requiring the Company to take special efforts towards compulsory updating of PAN and Bank Account details of those shareholders of the Company holding shares in **Physical form** and whose folios are not updated with their PAN and Bank account details.

As per the records of the company, your folio needs to be updated with your PAN and Bank account details so that investments held by you in the shares of the company will be protected with proper KYC compliance. In view of this you are requested to submit the following **documents immediately on receipt** of this letter:

- 1) A self attested copy of PAN card of all the shareholders;
- 2) A copy of the unsigned cancelled cheque leaf bearing the name of the shareholder(s) or attested bank passbook showing the name of the account holder; and
- 3) Self attested copy of any one documents such as Aadhaar card/Passport/bank Pass Book/ Bank Statement/Utility Bill in support to verify and to confirm the address of the shareholder(s)

The above documents with a covering letter, duly signed by all the shareholders, should be sent to the **Corporate Office of the Company** at Sita Enterprises Ltd., 415-416 Arun Chambers, Tardeo Road, Mumbai – 400 034, Maharashtra, India. Tel: 022 – 66627383-84, 49713666, Fax: 022 – 66627383, Email: sitaenterprisesltd@yahoo.com. Please mention your Folio Number as a reference in all your response / correspondence. In view of Green Initiative, **you are requested to register your email address**, if any, so that we can reach out to you quickly by sending all future correspondence through email.

In case you fail to furnish the required documents then we may take necessary action(s) as advised by the SEBI in this matter.

We look forward to your quick response to serve you better.

Thanking you  
Yours faithfully,  
For **Sita Enterprises Limited**

V K Vora  
Compliance Officer