



## **SPICE ISLANDS APPARELS LTD.**

(Govt. Recognised Export House)

**Admin. Office:** 125-A, Mittal Tower, 12th Floor, 210, Nariman Point, Mumbai 400 021. India  
Tel.: +91 (22) 6740 0800, 2282 3128 Fax: +91 (22) 2282 6167 [www.spiceislandsindia.com](http://www.spiceislandsindia.com)  
CIN NO. : L17121MH1988PLC050197

### **NOTE:**

The amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018 has mandated that transfer of Securities would be carried out in dematerialized form only.

Accordingly, Listed Companies and their Registrars and Transfer Agents (RTAs) are hereby advised that, with effect from December 5, 2018, it should be ensured that shares which are lodged for transfer shall be in dematerialized form only.

Shareholders holding shares in physical form are requested to take note of the above and fill up KYC Form and submit the same on priority to M/s. Link Intime India Pvt. Ltd.

Shareholders are further requested to demat their physical holdings on priority.

List of shareholders holding shares in physical form is attached herewith.

KYC FORM

To  
**Linkintime India Private Limited**  
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.  
 Unit \_\_\_\_\_ (Company name)

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

Folio No: \_\_\_\_\_

No of Shares: \_\_\_\_\_

Dear Sir Madam,

We refer to the current KYC status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No. (E)	Nominee Details (F)
Aaa	Registered	Registered	Required	Required	Required	Required
Bbb	Required	Not Applicable	Required	Not Applicable	Not Applicable	Not Applicable
Ccc	Required	Not Applicable	Required	Not Applicable	Not Applicable	Not Applicable
Ddd	Required	Not Applicable	Required	Not Applicable	Not Applicable	Not Applicable

Based on the above data, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the above table.

**A For registering PAN of the registered and/or joint shareholders (as applicable)**

Registered shareholder  Joint holder 1  Joint holder 2  Joint holder 3 (self-attested copy for all Shareholders attached)

**B For registering Bank details of the registered shareholder**

Aadhar/Passport/utility bill Or  cancelled cheque leaf  Bank Passbook/Bank Statement

**C For registering the Specimen Signature of registered and/or joint shareholders (as applicable)**

Affidavit  or verification  Or  cancelled cheque leaf  Bank Passbook/Bank Statement (for all Shareholders attached)

**D For Updating the email id :** \_\_\_\_\_

**E Mobile No**

**F For registering the nominee details by the registered shareholder**

Form SH-13 (Nomination registration form attached)

**Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voter ID /Driving License/Passport or any other identity proof issued by Govt.**

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

Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_  
 Registered holder Joint holder 1 Joint holder 2 Joint holder 3

<b>S</b>	<input type="text" value="Postal barcode"/>	Date of Printing
Mr/Ms/Mrs _____ (Registered holder)		
_____ (Address 1)		
_____ (Address 2)		
_____ (Address 3)		
City _____	PIN _____	Unit _____ (Company name)

Subject:- **Updating the necessary KYC details of registered and/or joint holders holding shares in physical form.**

Dear Sir/Madam,

We refer to the SEBI Circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April 2018 & BSE Circular No LIST/COMP/15/2018-19 dated 5<sup>th</sup> July 2018 by which they have directed all the listed companies to record the PAN, Bank account details of all their shareholders and advise them to dematerialise their physical securities. Accordingly your Company has initiated steps for registering the **PAN details** (including joint holders if any) and the **BANK ACCOUNT** details of all the registered shareholders.

We would also like to register other KYC details such as email id, mobile number, specimen signature and nomination. Your present status of each of these requirements is provided in the KYC form. We request you to kindly fill in the details in the KYC form and forward the same along with all the supporting documents based on requirements considering the below mentioned points. Single copy of supporting document is sufficient for updating multiple subjects.

**A. For updating PAN of the registered and/or joint shareholders :**

- Self- attested legible copy of PAN card (exempted for Shareholders from Sikkim)

**B. For updating Bank Account details of the registered shareholder:**

**1. In cases wherein the original cancelled cheque leaf has the shareholder's name printed**

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.

OR

**2. In cases wherein the cancelled cheque leaf does NOT contain the shareholder's name printed on it**

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

**C. For updating the Specimen signatures of the registered and/or joint shareholders:**

- Affidavit duly notarised on non-judicial stamp paper of Rs. 100/- (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature- Affidavit for change of signature).
- Banker's verification (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature format for signature verification)
- Original cancelled cheque containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.
- If the cancelled cheque leaf does not contain shareholder's name - legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same Bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

**D. For registering Email id of registered shareholder:** Email-id of the registered shareholder to be mentioned in the KYC form attached for all future communication in electronic mode (Go Green Initiative).

**E. For registering Mobile No. of registered shareholder:** Mobile no. of registered shareholder for future direct communication

**F. For registering Nominee by the registered shareholder (if any):** Nomination (Form SH-13) available on our website at [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Downloads-General- Nomination.

We request you to kindly forward KYC form duly filled in, along with copies of supporting documents for all the "Required" remarks within 21 days from the date of this letter.

As per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements mentioned above are not fulfilled.

Inclined to serve you with the best of our services!!

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

*This is a computer generated letter and hence no signature required.*