

Date __, 2018

<Shareholder Name>
<Address>
<PIN Code>

UNIT:

Folio No.	No. of Shares
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Subject: 1. Updation of PAN Card and Bank Details
2. Intimation for dematerialization of Shares

Dear Member,

As per our records, you are the equity shareholder of the company. We would like to draw your kind attention to the following urgent matters arising out of SEBI Circulars which require **your immediate attention / action**.

UPDATION OF PAN & BANK DETAILS

SEBI vide its circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018, the Company is required to update the PAN & Bank Details of the shareholders in its record. This will facilitate to credit the dividend directly in your bank account. You are therefore, requested to submit the following documents immediately upon receipt of this letter to enable us update the records:

1. Enclosed format duly filled in and signed by all the Share holders
2. Self-attested copy of Pan Card of all the Share holders
3. Cancelled Cheque with name (if name is not printed, bank attested copy of the first page of pass book showing name of account holder) of the first holder
4. Address proof (self-attested copy of Aadhaar-card / Electricity bill / Telephone bill / Passport) of the first holder

You are requested to send the above details within 21 days from the date of this letter to the office of the Registrar & Transfer Agent of the company as mentioned below.

Registrar & Transfer Agent
M/s Alankit Assignments Limited
Alankit Heights, 1E/13, Jhandewalan Extension
New Delhi - 110055
Email : rt@alankit.com;
Telephones: +91 - 11 - 23541234, 42541234

DEMATERIALISATION OF SHARES

SEBI vide its circular No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 has mandated that no transfer of share shall be allowed in physical form w.e.f. December 5, 2018 (except in case of transmission or transposition of Shares). **Therefore, you, are requested to kindly convert your physical shareholding in Demat form to avoid hassle in transfer of shares.**

Thanking you,

Yours faithfully,

For NIIT Limited

Sd/-
Deepak Bansal
Company Secretary

This being a computer generated letter, does not require any signature

Encl.: As above.

To
ALANKIT ASSIGNMENTS LIMITED
Unit : _____
Alankit Heights, 1E/13, Jhandewalan Extension
New Delhi - 110055

Updation of Shareholders Information as mandated by SEBI

I/We request you to record the following information against my/our Folio No:

General Information:			
Folio No.:			
First Holder Name :			
Second Holder Name :			
Third Holder Name :			
PAN : <i>Enclose self attested copy all holders/ joint holders</i>	Ist Holder Pan No	IInd Holder Pan No	IIIrd Holder Pan No
E-mail id of First Holder			
Mobile No. of First Holder			
Bank details of First Holder			
Bank Name :			
Bank Branch Address:			
Account Number (as appearing in cheque): #			
Bank A/c Type (Savings/Current/NRE/NRO):			
IFSC (11 digit) :			
MICR (9 digit) (as appearing in cheque) :			

#A blank cancelled cheque with name of the first holder is enclosed to enable verification of bank details.

(Note: all enclosures are mandatory)

I/We hereby declare that the particulars given above are correct and complete

Signatures :

X	X	X
_____ First Holder <Variable data>	_____ Second Holder <Variable data>	_____ Third Holder <Variable data>

Date :
Place :