

Date: October 04, 2018

To,

**BSE Limited**  
Phiroze Jeejeebhoy Towers  
Dalal Street  
Mumbai - 400 001  
Scrip Code: 539875

The Secretary  
**The Calcutta Stock Exchange Ltd**  
7, Lyons Range  
Kolkata - 700 001  
Scrip Code: 28123

Dear Sir,

**Sub: Letter sent to Shareholders holding Shares in physical form for providing PAN, Bank Detail and conversion of Physical Shares into Dematerialized form before placing request for transfer of Shares.**

Pursuant to Regulation 30 read with Part A of Schedule III of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, this is to inform you that the Company has, through its Registrar & Transfer Agent namely, M/s S.K. Infosolutions Private Limited, has sent letter to all its Shareholders holding Shares in physical form informing them to update their PAN, Bank Details with the Company/ RTA in compliance with the SEBI circular SEBI/HO/MIRSD/DOP1/CIRIP/2018 dated April 20, 2018 and conversion of Physical Shares into Dematerialized form before placing request for transfer of Shares pursuant to SEBI Notification SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018.

A copy of the said letter is attached for your reference and records.

This is for your information and record.

Thanking You,

**Yours faithfully,**

**RSD Finance Ltd,**



**(Rajeev Singh Dugal)**  
Managing Director  
DIN - 00052037



## S.K. INFOSOLUTIONS PVT. LTD.

(SEBI Approved Registrars & Share Transfer Agents with Connectivity of NSDL & CDSL)

34/1A Sudhir Chatterjee Street, Kolkata- 700 006

Telephones - (33) 2219-6797 Fax - (33) 2219-4815

Email: contact@skcinfo.com, skcdilip@gmail.com

Website: www.skcinfo.com

Ref.No.SKC/rsd/Intimation\_Bank\_Mandate/48/1

No of shares Held

Date:

To  
Dear Sir(s) / Madam,

**Sub: Mandate demanding Bank account details for updating of records for facilitation payment of Dividend through NACH (National Automated Clearing House)**

**Unit: RSD FINANCE LIMITED**

We invite your attention to the SEBI Circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 pursuant to which SEBI has mandated the issuer company, RTA, and processing bank to maintain dividend/interest/redemption master file consisting of details of all security holders and their bank account details. Further, in this regard, the circular directed that the issuer companies shall through their RTAs collect copy of PAN and bank account details of all securities holders holding securities in physical form.

Considering the aforesaid circular, we issue this letter to obtain bank account details of the shareholders so as to facilitate payment of dividend through National Automated Clearing House (NACH), accordingly, we are sending herewith the NACH Mandate Form for your necessary action. You are requested to fill-up the required details and return to us after your signature along with following documents to enable us to credit dividend amount directly to your bank account through NACH:

1. Self-attested copy of PAN card (in case of joint shareholders, self-attested copy of PAN card of all joint holders);
2. Self-attested copy of any one of the documents i.e. Aadhaar card / Voter ID Card / Passport ( in case of joint shareholders, only for first holder);
3. A cancelled cheque leaf with your name printed on the cheque leaf. In case your name is not printed on the cheque leaf, in addition, send us the copy of bank Pass Book or bank Statement duly attested by the bank (first holders only);
4. Xerox copy of share certificate / copy of any letter received from the company / copy of dividend warrant, showing your folio no. or copy of bank Passbook or bank statement showing encashment of dividend issued by the company (only for first holder);
5. Specimen signature duly attested by your banker (other than Cooperative banks) as per format enclosed with name of attesting official, with seal, designation and employee code with rubber stamp affixed there to (for all holders)

**Your reply with aforesaid documents, as requested for, should reach to us within 21 days from the date of this letter.** Failing which, the Company will send further two letters/reminders to provide aforesaid documents and/or information. Further, the shareholders who are unable to respond us and provide documents/details or inform that the shares as available in his/her/their name as per the records of RTA does not belong to them, in that case, the Company and the Registrar & Share Transfer Agents (RTA) of the Company will exercise enhanced due diligence in respect of any of the transaction in the above mentioned folio, as mentioned in the said circular.

Thanking you

Yours faithfully

**S. K.InfosolutionsPvt. Ltd.**

**Registrars**

Encl.: as stated above

(This letter is computer generated, no signature is required)

(Note: Shareholder(s) holding shares in Demat form may approach to their DP for recording their Bank Particulars/Contact No./e-mail ID etc.;

**Note:** SEBI notification SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June, 2018 and BSE circular no. LIST/COMP/15/2018-19 dated 05<sup>th</sup> July, 2018 have stated that requests for effecting transfer of securities (excepting case of transmission or transposition of securities) shall not be processed after 5th December 2018, unless the securities are held in the dematerialized form with the depositories. Hence you are requested to dematerialize your physical securities. (copy of our letter also be attached here with)

To

M/s. S. K. Infosolutions Pvt. Ltd.  
(Unit: RSD FINANCE LIMITED)  
34/1A, Sudhir Chatterjee Street  
Kolkata- 700 006

Date:

**Sub.: NACH (National Automated Clearing House) Mandate Form**

With reference to your letter No. ....dated....., I hereby submit the required details with documents for making payment of Dividend through NACH (National Automated Clearing House) Mandate and request to update my record in the register of members of the company:

**NACH (National Automated Clearing House) Mandate**

Name of The Company	
Folio /Account No.	
Name of the first holder ( in Block Letters)	
No. of shares held	
Bank Name	
Bank Branch, Address& Phone No.	
Bank Account No.	
Account Type: SB / CA	
9 digit MICR code	
IFSC code	
Email ID of Shareholder, if any	
Mobile No.	
PAN (enclosed self-attested photocopy of the Pan Card)	
Cancelled cheque (with name printed on the cheque leaf)	

I agree to avail the NACH facility extended by RRBI with respect to payment of dividend to me by the company.

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or effected at all for any reasons beyond the control of the company / its' Registrar & Share Transfer Agents, I would not hold them responsible.

Yours faithfully,

\_\_\_\_\_  
Signature of first holder (1<sup>ST</sup> Holder)

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Signature of first holder (2<sup>nd</sup> Holder if any)

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Signature of first holder (3<sup>rd</sup> Holder if any)

**\*\*\*\*Please note that Signature should be attested by any nationalized Bank or Notary under his/her seal and no \*\*\*\***

**BY SPEED POST**  
**IMPORTANT & URGENT**  
**FOR YOUR IMMEDIATE ACTION**

Ref:SKC/Rsd\_AR-40/SEBI/ intimation\_1021/001

Date:

Dear Shareholder(s),

Unit: RSD FINANCE LIMITED

**Sub.: Restriction on Transfer of Physical Shares and Procedure for Dematerialisation of Shares.**

**Re.: Amendment to Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) with respect to mandatory dematerialization for transfer of securities**

SEBI has vide gazette notification dated June 8, 2018, has mandated that transfer of securities would be carried out in dematerialized form only by making an amendment in Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015("Regulation") which will come into effect from **December 5, 2018.**

After the said date i.e. December 5, 2018,shareholders holding share(s) in physical mode shall not be able to transfer their shares unless such shares are converted into dematerialised form. Accordingly, the shareholders holding shares in physical form, in their own interest, are hereby requested to take necessary steps to dematerialise their shares as soon as possible. The amendment does not impact the shareholders requests for transmission or transposition of securities held in physical mode.

In order to get the physical share certificate dematerialized, the shareholders may follow the steps mentioned below:

**1. For shareholder(s) not having Demat Account:**

The shareholder(s) is/are required to approach any nearby Depository Participant (DP) and open a Demat Account with a DP in the same name(s) and style in which the shareholder(s) hold shares in RSD Finance Limited. After opening of the Demat Account, shareholder(s) has to surrender the Original Share Certificate(s) along with duly filled in and signed Demat Request Form (DRF) to the DP, who will verify the same and forward to the Company's RTA, i.e. S.K. Infosolutions Pvt. Ltd. The RTA of the Company will scrutinize/verify the DRF including genuineness of the certificates and, if found in order, the shares will be dematerialized and equivalent number of shares will be credited to the Demat account of the shareholder(s) by the RTA.

**2. For shareholder(s) already having Demat Account:**

The shareholder(s) who already have the Demat Account are required to check whether the existing Demat Account is in the same name(s) and style as per the shareholding in RSD Finance Limited. If yes, shareholder(s) has to submit duly filled in and signed DRF along with original share certificate(s) to the DP for dematerialization of shares. DP will verify the same and forward to the Company's RTA, i.e.. S. K. Infosolutions Pvt. Ltd. The RTA of the Company will scrutinize/verify the DRF including genuineness of the certificate(s)and, if found in order, the share(s) will be dematerialized and equivalent number of shares will be credited to the Demat account of the shareholder(s) by the RTA.

If the existing Demat Account is not in the same order of name(s) and style as the shareholding in RSD Finance Limited, the shareholder(s) is/are required to approach his/her DP for necessary correction and guidance. We request you to convert your shareholding from physical to Demat form at the earliest in view of the above circular.

In case, if you have any queries or need assistance in this regard, please contact M/s. S. K. Infosolutions Private Limited at the following address:

**M/s. S. K. Infosolutions Pvt. Ltd.**  
34/1A, Sudhir Chatterjee Street  
Kolkata - 700006  
Tel: (033) 2219 6797  
Email: [skcdilip@gmail.com](mailto:skcdilip@gmail.com)

Thanking You,

Yours' Faithfully  
**S. K. Infosolutions Pvt. Ltd.**  
**Registrars**

(This letter is computer generated, no signature is required)