



**Novartis India Limited**  
Registered Office:  
Inspire BKC  
Part of 601 & 701  
Bandra Kurla Complex  
Bandra (East)  
Mumbai – 400 051  
Maharashtra, India  
Tel +91 22 50243000  
Fax +91 22 50243010  
Email: india.investors@novartis.com  
CIN No. L24200MH1947PLC006104  
Website: www.novartis.in

The Secretary  
BSE Limited  
Phiroze Jeejeebhoy Towers  
Dalal Street  
Mumbai 400 001

January 29, 2019

**Intimation under Regulation 39(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**

Dear Sirs,

Pursuant to Regulation 39 (3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we wish to inform you that the following shareholders have lost their share certificates. Please find attached email dated January 29, 2019 received from Registrar and Transfer Agent regarding loss of share certificates.

Stop Transfer Date	Folio No	Name of Shareholders	Certificate No.	Distinctive No.	No. of Shares	Reason
28 Jan 2019	01045385	CHANDRAKANT GANDHI	2161	240206-240249	44	Lost By Holder
28 Jan 2019	01045911	RAJINI GANDHI	2185	241494- 241513	20	Lost By Holder

Request you to take the same on record as required under the provisions of the said Regulation.

Thanking you

Yours sincerely,

For Novartis India Limited

  
Trivikram Guda

Company Secretary &

Compliance Officer

## Bhatia, Deepali (Ext)

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**Subject:** FW: Stop Transfer Intimation under Regulation 39(3) of SEBI LODR (2015)  
**Attachments:** ID5999.pdf

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**From:** [instamisreports@linkintime.co.in](mailto:instamisreports@linkintime.co.in) <[instamisreports@linkintime.co.in](mailto:instamisreports@linkintime.co.in)>

**Sent:** Tuesday, January 29, 2019 4:01 AM

**To:** GANDHI, VAISHALI <[vaishali.gandhi@novartis.com](mailto:vaishali.gandhi@novartis.com)>; Noble, Monaz <[monaz.noble@novartis.com](mailto:monaz.noble@novartis.com)>; Guda, Trivikram <[trivikram.guda@novartis.com](mailto:trivikram.guda@novartis.com)>

**Cc:** [evelin.subalatha@linkintime.co.in](mailto:evelin.subalatha@linkintime.co.in); [dnyanesh.gharote@linkintime.co.in](mailto:dnyanesh.gharote@linkintime.co.in)

**Subject:** Stop Transfer Intimation under Regulation 39(3) of SEBI LODR (2015)

Dear Team,

As per the Regulation 39(3) of SEBI (Listing obligations and disclosure requirement), Regulation 2015, we are sending herewith information pertaining to Stop Transfer which we have already noted in our database. Please find attached letter received from the Investor.

### Client Name : Novartis India Ltd

Stop Transfer Date	Folio No	Name	Certificate No.	Distinctive No.	No. of Shares	Reason
28 Jan 2019	01045385	CHANDRAKANT GANDHI	2161	240206 - 240249	44	Lost By Holder

Regards  
Link Intime India Pvt Ltd.

This is an auto generated report.

## Bhatia, Deepali (Ext)

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**From:** Guda, Trivikram  
**Sent:** Tuesday, 29 January, 2019 10:19 AM  
**To:** Bhatia, Deepali (Ext)  
**Subject:** FW: Stop Transfer Intimation under Regulation 39(3) of SEBI LODR (2015)  
**Attachments:** ID5998.pdf

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**From:** instamisreports@linkintime.co.in <instamisreports@linkintime.co.in>  
**Sent:** Tuesday, January 29, 2019 4:01 AM  
**To:** GANDHI, VAISHALI <vaishali.gandhi@novartis.com>; Noble, Monaz <monaz.noble@novartis.com>; Guda, Trivikram <trivikram.guda@novartis.com>  
**Cc:** evelin.subalatha@linkintime.co.in; dnyanesh.gharote@linkintime.co.in  
**Subject:** Stop Transfer Intimation under Regulation 39(3) of SEBI LODR (2015)

Dear Team,

As per the Regulation 39(3) of SEBI (Listing obligations and disclosure requirement), Regulation 2015, we are sending herewith information pertaining to Stop Transfer which we have already noted in our database. Please find attached letter received from the Investor.

### Client Name : Novartis India Ltd

Stop Transfer Date	Folio No	Name	Certificate No.	Distinctive No.	No. of Shares	Reason
28 Jan 2019	01045911	RAJINI GANDHI	2185	241494 - 241513	20	Lost By Holder

Regards  
Link Intime India Pvt Ltd.

This is an auto generated report.

**Subject: - Second reminder for Updating the KYC details and to dematerialise physical securities.**

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April 2018 by which it has directed all the listed companies to record the **PAN** of all the shareholders and **Bank Account details** of registered shareholder. We request you to submit the relevant documents by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the KYC form **within 21 days from the date of this letter.**

Kindly refer the list of supporting documents to be submitted for updating your KYC details as per the table printed overleaf.

Sr.No	REQUEST TO BE UPDATED	SUPPORTING DOCUMENTS
A	PAN	<ul style="list-style-type: none"><li>Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)</li></ul>
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none"><li>Self- attested legible copy of address proof. Any 1 from, a. Utility bill (not older than 3 months) b. Aadhaar Card c. Passport.</li><li>Original cancelled cheque leaf of registered shareholder</li><li>Legible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent <b>(If shareholders' name is not printed on chq leaf)</b></li></ul>
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none"><li>Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- *</li><li>Format for signature verification *</li><li>Original cancelled cheque leaf</li><li>Legible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent <b>(If shareholders' name is not printed on chq leaf)</b></li></ul>
D	EMAIL ID	<ul style="list-style-type: none"><li>To be mentioned in KYC form</li></ul>
E	MOBILE NO.	<ul style="list-style-type: none"><li>To be mentioned in KYC form</li></ul>
F	NOMINATION	<ul style="list-style-type: none"><li>Nomination Registration form *</li></ul>

**Note:** -1.\* The relevant formats are available on our website [www.linkintime.co.in](http://www.linkintime.co.in) Resources Downloads General Formats for KYC.

2. Single copy of document is sufficient for updating multiple requests.

Further as per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08<sup>th</sup> June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05<sup>th</sup> July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09<sup>th</sup> July, 2018, PR No.: 49/2018 dated 3rd December, 2018, shareholders are advised to **dematerialise their physical securities** since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be permitted from **01<sup>st</sup> April 2019.**

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

***"This is a follow-up/reminder to our earlier letter. Please provide documents (marked "required" in the table given overleaf) which you may have omitted to send earlier. If you have not responded so far, do so now. Please ignore this letter if you have already complied".***



**KYC FORM**

To  
**LinkIntime India Private Limited**

Date : 11/01/2019

C 101,247 Park,L.B.S.Marg,Vikhroli (West),Mumbai-400083  
Unit : **Novartis India Ltd**

Folio No : **01045385**

No of Shares : 44



Dear Sir /Madam,

We refer to the current 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)
CHANDRAKANT GANDHI	REQUIRED	REQUIRED	REGISTERED	REQUIRED	REQUIRED	REQUIRED
	AENPG3430K					

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 registered shareholder and joint shareholders**

Registered shareholder     Joint holder 1     Joint holder 2     Joint holder 3

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

Aadhaar/Passport/Utility bill     Original cancelled cheque leaf     Bank Passbook/Bank Statement

**C For registering the Specimen Signature of registered shareholder and joint shareholders**

Affidavit     Format for signature verification     Original cancelled cheque leaf     Bank Passbook/Bank Statement

**D For updating the email id of registered shareholder only:** Chandrakantgandhi1968@gmail.com

**E For updating Mobile No. of registered shareholder only:**

8	1	0	8	0	7	7	3	9	9
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**F For registering the nominee details by the registered shareholder only:**  Nomination Registration form

**Note:-1. Shareholders from Sikkim can provide self-attested copy of Aadhaar card/Voters Card /Driving License/Passport or any other identity proof as 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: *Chandrakant Gandhi*    Sign: \_\_\_\_\_    Sign: \_\_\_\_\_    Sign: \_\_\_\_\_  
Registered holder    Joint holder 1    Joint holder 2    Joint holder 3



EA794662061IN

Serial no : 2943

**CHANDRAKANT GANDHI  
C-24 JEEVAN NAIYA  
BEHIND TELEPHONE EXCHANGE  
CHAMBUR BOMBAY**

**MUMBAI - 400071**

Date of printing : 26/12/2018

Unit : **Novartis India Ltd**

Chandrakant Hari Gandhi  
C-3/24, Jeevan Naiya CHS,  
Behind Telephone Exchange,  
Chembur Naka,  
Mumbai – 400071  
3<sup>rd</sup> January, 2019

401104


The Manager  
Link Intime India Pvt. Ltd  
C-101, 247 Park,  
L.B.S. Marg,  
Vikroli (West),  
Mumbai – 400083

Unit: Novartis India Limited  
Folio NO.: 01045385  
Subject: Issue of duplicate shares

Dear Sir/ Madam,

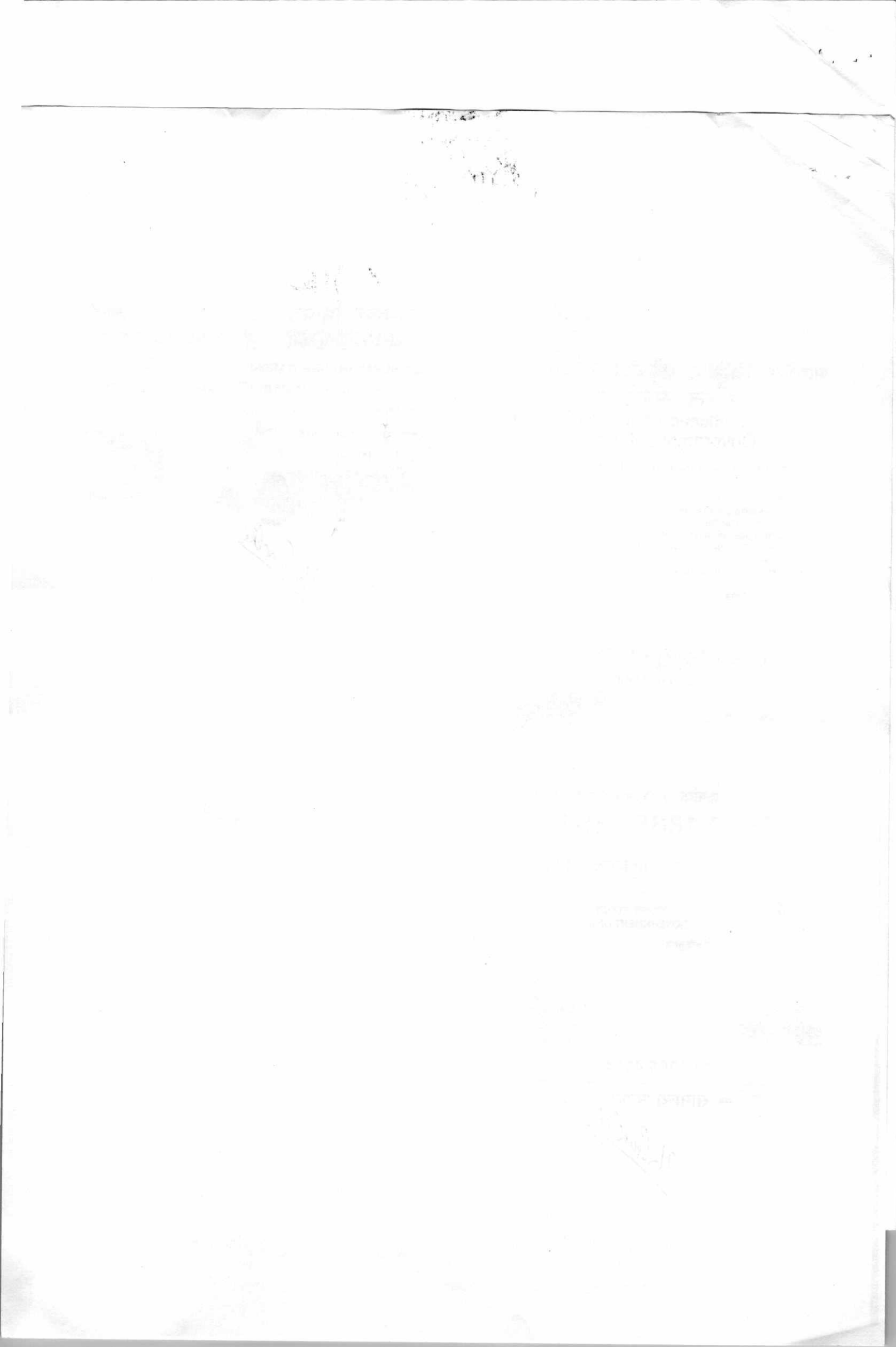
I, Chandrakant Hari Gandhi, holding 44 shares of Novartis India Limited hereby inform you that the Share Certificate is missing. I want to know the procedure for the issue of duplicate shares. Also, I want to know if there is any joint holder except myself. Please send me the total holding along with Number of shares and Distinctive Numbers. I request you to do the needful as early as possible.

Thanking you in anticipation,  
Yours faithfully



Chandrakant Hari Gandhi

<b>LINKIntime</b> MUMBAI - 400 083 28 JAN 2019  P157/25999
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ESTD. 1918

# BASSEIN CATHOLIC CO-OPERATIVE BANK LTD

(SCHEDULED BANK)

THANE BR.: Suvrat CHSL. Bhawani Chowk,  
Tembhe Naka, Thane - 400 601.  
IFSC : BACB0000016

"Valid for 3 months from the date of issue"

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D D M M Y Y Y Y

Pay

or Bearer

Rupees रुपये

*Cancelled*

अदा करें।

₹

SB A/c. No.: 016100100001512

Chandrakant H Gandhi

Please sign above

⑈ 100279⑈ 4002380161: 001512⑈ 10

7000 01/Dec/18 9:32:31 AM  
DDIPL - CTS 2010





**Subject: - Second reminder for Updating the KYC details and to dematerialise physical securities.**

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April 2018 by which it has directed all the listed companies to record the **PAN** of all the shareholders and **Bank Account details** of registered shareholder. We request you to submit the relevant documents by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the KYC form **within 21 days from the date of this letter.**

Kindly refer the list of supporting documents to be submitted for updating your KYC details as per the table printed overleaf.

Sr.No	REQUEST TO BE UPDATED	SUPPORTING DOCUMENTS
A	PAN	<ul style="list-style-type: none"><li>Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)</li></ul>
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none"><li>Self- attested legible copy of address proof. Any 1 from, a. Utility bill (not older than 3 months) b. Aadhaar Card c. Passport.</li><li>Original cancelled cheque leaf of registered shareholder</li><li>Legible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent <b>(If shareholders' name is not printed on chq leaf)</b></li></ul>
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none"><li>Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- *</li><li>Format for signature verification *</li><li>Original cancelled cheque leaf</li><li>Legible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent <b>(If shareholders' name is not printed on chq leaf)</b></li></ul>
D	EMAIL ID	<ul style="list-style-type: none"><li>To be mentioned in KYC form</li></ul>
E	MOBILE NO.	<ul style="list-style-type: none"><li>To be mentioned in KYC form</li></ul>
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**Note: -1.\*** The relevant formats are available on our website [www.linkintime.co.in](http://www.linkintime.co.in) Resources Downloads General Formats for KYC.

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Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

***"This is a follow-up/reminder to our earlier letter. Please provide documents (marked "required" in the table given overleaf) which you may have omitted to send earlier. If you have not responded so far, do so now. Please ignore this letter if you have already complied".***

Chandrakant Hari Gandhi  
C-3/24, Jeevan Naiya CHS,  
Behind Telephone Exchange,  
Chembur Naka,  
Mumbai – 400071  
3<sup>rd</sup> January, 2019

The Manager  
Link Intime India Pvt. Ltd  
C-101, 247 Park,  
L.B.S. Marg,  
Vikroli (West),  
Mumbai – 400083

Unit: Novartis India Limited  
Folio NO.: 01045911  
Subject: Deletion of Name, Transmission & Issue of duplicate shares

Dear Sir/ Madam,

I, Mr. Chandrakant Hari Gandhi, hereby inform you that Smt. Rajini Gandhi, holding 20 shares of Novartis India Limited is no more. I therefore request you to delete her name and transmit the shares in my name.

Also, the Share Certificate is missing. I want to know the procedure for the issue of duplicate shares and I want to know if there is any joint holder except myself.

Please send me the total holding along with Number of shares and Distinctive Numbers.

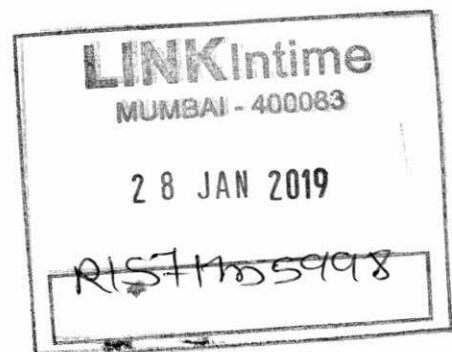
I request you to do the needful as early as possible. *SUBMITTING COPIES OF PAN CARD, AADHAR CARD  
ALSO I AM THE ONLY LEGAL HEIR. COPY OF DEATH CERTIFICATE*

Thanking you in anticipation,

Yours faithfully



Chandrakant Hari Gandhi







सत्यमेव जयते

महाराष्ट्र शासन  
GOVERNMENT OF MAHARASHTRA  
आरोग्य विभाग  
HEALTH DEPARTMENT



बृहन्मुंबई महानगरपालिका  
MUNICIPAL CORPORATION OF GREATER MUMBAI

मृत्यु प्रमाणपत्र  
DEATH CERTIFICATE

(जन्म व मृत्यु नोंदणी अधिनियम, १९६९ मधील कलम १२/१७ आणि महाराष्ट्र जन्म आणि मृत्यु नोंदणी नियम, २०००चे नियम ८/१३ अन्वये देण्यात आले आहे.)

(Issued under section 12/17 of the Registration of Births & Deaths Act, 1969 and Rule 8/13 of the Maharashtra Registration of Births and Deaths Rules, 2000.)

प्रमाणित करण्यात येत आहे की, खालील माहिती मृत्युच्या मूळ अभिलेखाच्या नोंदवहीतून घेण्यात आली आहे, जी की बृहन्मुंबई महानगरपालिका, तालुका Ward MW, जिल्हा मुंबई, महाराष्ट्र राज्याच्या नोंदवहीत उल्लेख आहे

This is to certify that the following information has been taken from the original record of death which is the register for Municipal Corporation of Greater Mumbai of Ward MW of District Mumbai of Maharashtra State.

मृताचे पूर्ण नाव /  
Full Name of Deceased : RAJINI HARI GANDHI

लिंग/  
Sex : Female

मृत्यु दिनांक/  
Date of Death : 27.05.2004

मृत्युचे ठिकाण/  
Place of Death : Mumbai

आईचे पूर्ण नाव/  
Name of Mother : Not Available.

वडिलांचे/पतीचे पूर्ण नाव/  
Name of Father/ Husband : HARI

मयत व्यक्तीचा मृत्यूसमयीचा पत्ता/  
Address of deceased at the time of death:  
Not Available.

मयत व्यक्तीचा कायमचा पत्ता/  
Permanant Address of deceased :  
JEEVAN NAIYA SOCIETY BEHIND TELIPHONE,  
EXCHANGE CHEMBUR,  
MUMBAI, 400071,  
India.

नोंदणी क्रमांक/  
Registration No. : MW1035

नोंदणी दिनांक/  
Date of Registration : 11.06.2004

शेरा/  
Remarks

संपत्ती रणजीत जेट P. H. B.

प्रमाणपत्र दिल्याचा दिनांक/री अधिकारी (२००४)  
Date of Issue: सिद्धार्थ कोठारी, मुंबई-४०० ०५९.



शिकका Seal

निर्गमित करणा-या प्राधिका-याची सही/  
Signature of the Issuing Authority :

प्राधिका-याचा पत्ता/  
Address of the issuing authority :

Ward MW, Mumbai.

Sub - Registrar  
M/W Ward

"प्रत्येक जन्म आणि मृत्युची घटना नोंदवल्याची खात्री करा"