



THE LEELA

PALACES HOTELS RESORTS

October 23, 2018

The Department of Corporate Services

BSE Limited

1st floor, Phiroze Jeejeebhoy Towers

B.S. Marg, Fort,

Mumbai – 400 001

The Listing Department

National Stock Exchange of India Ltd.

Exchange-Plaza, Bandra Kurla Complex

Bandra (E)

Mumbai – 400 051

Stock Code: 500193

HOTELEELA

Dear Sir,

Sub: Second Reminder – letter to shareholders for updating PAN / Bank Account details and dematerializing their shareholding

Pursuant to Regulation 30 read with Schedule III Part A Para A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose herewith a copy of the second reminder sent to the shareholders on 18th September, 2018 holding shares in physical form, informing them to update their PAN and Bank Account details and to convert their shareholding into dematerialized form.

The first reminder to the shareholders to update their PAN and Bank Account details was sent on 15th June, 2018 and the intimation for converting their shareholding into dematerialized form was included in the Annual Report 2017-18, which was sent to the shareholders on 27th July, 2018.

You are requested to take the above on your records.

Thanking You,

Yours faithfully,

For Hotel Leelaventure Limited


Alen Ferns
Company Secretary



Encl: as above

Regd. Office:

HOTEL LEEAVENTURE LIMITED

The Leela Mumbai, Sahar, Mumbai 400 059 India. Phone: (91-22) 6691 1234; Fax: (91-22) 6691 1212; Email: leela@theleela.com; www.theleela.com

The Leela Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam

Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.

Corporate Identity Number (CIN): L55101MH1981PLC024097





THE LEELA

PALACES HOTELS RESORTS

Hotel Leelaventure Limited

CIN No.: L55101MH1981PLC024097

Registered Office: The Leela, Sahar, Mumbai -400 059

Tel: 022-6691 1182 / 83; Fax: 022-6691 1458;

Email: investor.service@theleela.com Website: www.theleela.com

BARCODE

**IMPORTANT & URGENT
FOR YOUR IMMEDIATE ACTION**

Ref: unit code/REM-1PAN/

September 18, 2018

Name
Address 1
Address 2
Address 3
Pincode

Dear Shareholder(s),

**Sub: (1) Mandatory updation of PAN and Bank details against your physical holding
(2) No physical transfers pursuant to SEBI- LODR notification**

1). SEBI mandated to update PAN and Bank Details.

The Securities and Exchange Board of India has by its circular SEBI/HO/DOP1/CIR/P/2018/73 dated 20th April, 20-18 mandated that the companies through their Registrar and Transfer Agents ("RTA") take special efforts for collecting copies of PAN and bank account details for the security of the holders holding securities in physical form.

Those security holders whose folio(s) do not have complete details relating to their PAN and Bank Account, or where there is any change in the bank account details provided earlier, have to compulsorily furnish the details to RTA/ Company for registration /updation.

As per the records available with us, your folio needs to be updated with the PAN/Bank Account details. You are therefore requested to submit the following to update the records immediately on receipt of the letter to enable us to update the records

ACTION REQUIRED FROM YOU

- Enclosed format duly filled in and signed by all the shareholders
- Self-attested copy of Pan Card of all the holders of the security
- Cancelled Cheque leaf with name (if name is not printed, self-attested copy of the pass book showing the name of the account holder) of the first holder
- Address proof (self-attested Aadhaar-card) of the first holder
- Any change in the name of the holders.

(Note: You are requested to Ignore this communication if you have already updated you details with RTA / Company.)

2). No Physical Transfer of Shares with effect from December 5, 2018

Members may please be informed that, pursuant to SEBI LODR Amendment Regulations, effective 5th December, 2018, requests for effecting transfer of securities in physical form shall not be processed and the same can only be done after converting the securities in the dematerialized form with a depository. Hence investors are encouraged to demat their physical holding for any further transfer.

Shareholders are accordingly requested to get in touch with any Depository Participant having registration with SEBI to open a Demat account or alternatively, contact any office of the nearest Karvy branch to guide you in the demat procedure. You may also visit web site of depositories viz., NSDL or CDSL for further understanding about the demat procedure:

NSDL website : <https://nsdl.co.in/faqs/faq.php>

CDSL website : <https://www.cdslindia.com/investors/open-demat.aspx>

In case if you have any queries or need any assistance in this regard, please contact:

M/s Karvy Computershare Pvt. Ltd. Unit : Hotel Leelaventure Limited Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032 Tel. 040-67162222 Toll Free No.: 1800-3454-001 Email : einward.ris@karvy.com	Hotel Leelaventure Limited Regd. Off: The Leela, Sahar, Mumbai -400 059 Tel: 022-6691 1182 / 6691 1183 Fax: 022-6691 1458 Email: investor.service@theleela.com , Website: www.theleela.com
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Thanking you.

Yours faithfully,

For Hotel Leelaventure Limited

Sd/-

Alen Ferns

Company Secretary & Compliance Officer

FORMAT FOR FURNISHING THE PAN CARD AND BANK DETAILS

Reference No: (pre-filled)

To,
Karvy Computershare Private Limited
 Karvy Selenium Tower B, Plot 31-32,
 Gachibowli, Financial District, Nanakramguda,
 Hyderabad – 500 032

BARCODE(pre-filled)

Dear sir,

Unit: Hotel Leelaventure Limited

I/ We furnish below our folio details along with PAN Card, Aadhar Card and Bank mandate details for updating and doing the needful. I/we are enclosing the self-attested copies of **PAN card(s) of all the holders, original cancelled cheque leaf, Bank pass book and address proof viz., Aadhaar card** as required for updating the details:

Folio No.	
Address of the 1 st named shareholder as per the share certificate	
Mobile No.	
E-Mail Id	

<u>Bank Account Details: (for electronic credit of unpaid dividends and all future dividends)</u>			
Name of the Bank			
Name of the Branch			
Account Number (as appearing in your cheque book)			
Account Type (Saving / Current / Cash Credit)	<u>10 – Saving</u>	<u>11 – Current</u>	<u>13 – Cash Credit</u>
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose original cheque leaf for verification			
11 Digit IFSC Code			

	Name of the shareholder	PAN No	Signature
First Holder			
Joint Holder 1			
Joint Holder 2			

Date :

Place :

NB: The above details will not be updated if the supporting documents are not attached and not duly signed by all the shareholders.