

November 22, 2018

To  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
25<sup>th</sup> Floor, Dalal Street,  
Mumbai - 400 001

To  
The National Stock Exchange of India Ltd.  
Exchange Plaza,  
Bandra Kurla Complex, Bandra (E)  
Mumbai - 400 001

Scrip Code: 524558

Scrip Code: NEULANLAB

Dear Sirs,

**Sub: Dispatch of KYC Letters to the shareholders requiring copy of PAN Card and Bank Mandate as per SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 and mandatory Dematerialization for Transfer of shares vide SEBI Notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 read with BSE Circular LIST/COMP/15/2018-19 dated July 5, 2018 and NSE Circular NSE/CML/2018/26 dated July 9, 2018.**

Pursuant to the aforesaid SEBI and Stock Exchange circulars, we would like to inform you that the Company has completed the dispatch of the letters / reminders to the shareholders related to (i) KYC - PAN and Bank mandate particulars and (ii) mandatory dematerialization for transfer of shares under regulation 40 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.

Please find enclosed sample copies of the letter/reminders sent to the shareholders for your records.

Yours faithfully,

For Neuland Laboratories Limited



**Sarada Bhamidipati**  
Company Secretary

Encl: a/a

NEULAND LABORATORIES LTD.  
Sanali Info Park, 'A' Block, Ground Floor, 8-2-120/113, Road No. 2,  
Banjara Hills, Hyderabad, TG 500034  
Tel: 040 30211600, Fax: 040 30211602  
E Mail: ir@neulandlabs.com



**IMPORTANT & URGENT  
FOR YOUR IMMEDIATE ACTION**

Ref: NLAB /PAN/1

25 May, 2018

Name  
Address 1  
Address 2  
Address 3  
Pincode

Dear Shareholder(s),

**Sub.: Mandatory updation of PAN and Bank details against your holding**

Pursuant to SEBI circular dated 20<sup>th</sup> April, 2018, shareholders whose ledger folios do not have or having incomplete details with regard to PAN and Bank particulars are required to compulsorily furnish the details to the RTA/to the company for registration in the folio. **As per the records with RTA, your folio needs to be updated with the PAN / complete Bank details so that the investments held by you will be fully protected with proper KYC compliance.**

**ACTION REQUIRED FROM YOU**

You are requested to submit the following to update the records immediately on receipt of the letter

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

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

NEULAND LABORATORIES LTD. Sanali Info Park, 'A' Block, Ground Floor, 8-2-120/113, Road No 2, Banjara Hills Hyderabad TG 500034 Tel: 040 30211600, Fax: 040 30211602 E Mail: ir@neulandlabs.com	M/s Karvy Computershare Pvt. Ltd. Unit : ABC Limited Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032 Toll Free No.: 1800-3454-001 Email : einward.ris@karvy.com
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Thanking you,

Yours faithfully,  
For NEULAND LABORATORIES LTD.

Sd/  
Sarada Bhamidipati  
Company Secretary & Compliance Office

**FORMAT FOR FURNISHING THE PAN AND BANK DETAILS**

To,  
 Karyv Computershare Private Limited  
 Karyv Selenium Tower B, Plot No 31&32  
 Gachibowli, Financial District,  
 Nanakramguda, Serlingampally,  
 Hyderabad-500032

Dear Sir/Madam,

**Unit: NEULANLAB**

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

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

<b>Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)</b>			
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 a photocopy of a cheque for verification			
11 Digit IFSC Code			

	PAN No	Name	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.**

NEULAND LABORATORIES LTD.  
Sanali Info Park, 'A' Block, Ground Floor, 8-2-120/113, Road No. 2,  
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Tel: 040 30211600, Fax: 040 30211602  
E Mail: ir@neulandlabs.com



**IMPORTANT & URGENT  
FOR YOUR IMMEDIATE ACTION**

Ref: NLAB/PAN & DEMAT/2

10 August, 2018

Name  
Address 1  
Address 2  
Address 3  
Pincode

Dear Shareholder(s),

Sub.: **1. Mandatory updation of PAN and Bank details against your holding  
2. Request for dematerializing the shares held by you**

**1. Mandatory updation of PAN and Bank details against your holding - Reminder 1**

Pursuant to SEBI Circular dated 20<sup>th</sup> April 2018, shareholders whose ledger folios do not have or having incomplete details with regard to PAN and Bank particulars, are required to compulsorily furnish the details to the Registrar and Transfer Agent (RTA) or the Company for registration in the folio. **As per the records with the RTA, your folio needs to be updated with the PAN / complete Bank details so that the investments held by you will be fully protected with proper KYC compliance. Please note that a letter dated 04 June 2018 seeking the updated PAN/ bank details has already been sent by registered post to your registered address. This is the reminder letter seeking the said details to update our records for your folio.**

**ACTION REQUIRED FROM YOU**

You are requested to submit the following to update the records immediately on receipt of the letter

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

**2. Request for dematerializing the shares held by you-Intimation letter**

Further, please be informed that the Securities and Exchange Board of India (SEBI) had vide its notification dated June 8, 2018 amended SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and vide the said Amendment, SEBI has been mandated that "transfer of securities shall not be processed unless they are held in the dematerialized form with a depository". Please note that this amendment is effective from December 5, 2018 (i.e., the 180th day of the notification date) and transfer of shares would not be processed, if the shares are held in physical form.

In view of the above, we advise you to get your shares dematerialized, if held in physical form, at the earliest possible, as after December 5, 2018, no transfer of shares held in physical form will be processed. You may write to the Company at e-mail id: [ir@neulandlabs.com](mailto:ir@neulandlabs.com) to know the detailed procedure for dematerialization of the shares or visit the Company's website <https://www.neulandlabs.com/wp-content/uploads/2018/08/Process-of-Dematerialisation-of-shares.pdf>

**Note: In cases you have already updated PAN / BANK details please ignore this communication for that purpose.**

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

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Banjara Hills, Hyderabad, TG 500034  
Tel: 040 30211600, Fax: 040 30211602  
E Mail: [ir@neulandlabs.com](mailto:ir@neulandlabs.com)



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Thanking you,

Yours faithfully,  
For NEULAND LABORATORIES LTD.

Sd/  
**Sarada Bhamidipati**  
Company Secretary & Compliance Officer

**FORMAT FOR FURNISHING THE PAN AND BANK DETAILS**

To,  
 Karyv Computershare Private Limited  
 Karyv Selenium Tower B, Plot No 31&32  
 Gachibowli, Financial District,  
 Nanakramguda, Serlingampally,  
 Hyderabad-500032

Dear Sir/Madam,

**Unit: NEULANLAB**

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

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

<b>Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)</b>			
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 a photocopy of a cheque for verification			
11 Digit IFSC Code			

	PAN No	Name	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.**

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E Mail: ir@neulandlabs.com



**IMPORTANT & URGENT  
FOR YOUR IMMEDIATE ACTION**

Ref: NLAB/PAN & DEMAT/2

22 September, 2018

Name  
Address 1  
Address 2  
Address 3  
Pincode

Dear Shareholder(s),

Sub.: **1. Mandatory updation of PAN and Bank details against your holding  
2. Request for dematerializing the shares held by you**

**1. Mandatory updation of PAN and Bank details against your holding - Reminder - 2**

Pursuant to SEBI Circular dated 20<sup>th</sup> April 2018, shareholders whose ledger folios do not have or having incomplete details with regard to PAN and Bank particulars, are required to compulsorily furnish the details to the Registrar and Transfer Agent (RTA) or the Company for registration in the folio. **As per the records with the RTA, your folio needs to be updated with the PAN / complete Bank details so that the investments held by you will be fully protected with proper KYC compliance. Please note that a letter dated 04 June 2018 seeking the updated PAN/ bank details has already been sent by registered post to your registered address. This is the reminder letter seeking the said details to update our records for your folio.**

**ACTION REQUIRED FROM YOU**

You are requested to submit the following to update the records immediately on receipt of the letter

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- Self-attested copy of Pan Card of all the holders
- Cancelled Cheque leaf with name (if name is not printed, self-attested copy of the pass book first page)
- Address proof (self-attested Aadhaar-card)

**2. Request for dematerializing the shares held by you- Reminder 1**

Further, please be informed that the Securities and Exchange Board of India (SEBI) had vide its notification dated June 8, 2018 amended SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and vide the said Amendment, SEBI has been mandated that "transfer of securities shall not be processed unless they are held in the dematerialized form with a depository". Please note that this amendment is effective from December 5, 2018 (i.e., the 180th day of the notification date) and transfer of shares would not be processed, if the shares are held in physical form.

In view of the above, we advise you to get your shares dematerialized, if held in physical form, at the earliest possible, as after December 5, 2018, no transfer of shares held in physical form will be processed. You may write to the Company at e-mail id: [ir@neulandlabs.com](mailto:ir@neulandlabs.com) to know the detailed procedure for dematerialization of the shares or visit the Company's website <https://www.neulandlabs.com/wp-content/uploads/2018/08/Process-of-Dematerialisation-of-shares.pdf>

**Note:** In cases you have already updated PAN / BANK details please ignore this communication for that purpose.

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

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Thanking you,

Yours faithfully,  
For NEULAND LABORATORIES LTD.

Sd/  
**Sarada Bhamidipati**  
Company Secretary & Compliance Officer



**FORMAT FOR FURNISHING THE PAN AND BANK DETAILS**

To,  
 Karyv Computershare Private Limited  
 Karyv Selenium Tower B, Plot No 31&32  
 Gachibowli, Financial District,  
 Nanakramguda, Serlingampally,  
 Hyderabad-500032

Dear Sir/Madam,

**Unit: NEULANDLAB**

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E-Mail id	

<b>Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)</b>			
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 a photocopy of a cheque for verification			
11 Digit IFSC Code			

	PAN No	Name	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.**

NEULAND LABORATORIES LTD.  
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Tel: 040 30211600, Fax: 040 30211602  
E Mail: ir@neulandlabs.com



**IMPORTANT & URGENT  
FOR YOUR IMMEDIATE ACTION-REMINDER-2**

Ref: NLAB/DEMAT/2

15 November, 2018

Name  
Address 1  
Address 2  
Address 3  
Pincode

Dear Shareholder(s),

**Sub: Request for dematerializing the shares held by you**

Please be informed that the Securities and Exchange Board of India (SEBI) had vide its notification dated June 8, 2018 amended SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and vide the said Amendment, SEBI has been mandated that “transfer of securities shall not be processed unless they are held in the dematerialized form with a depository”. Please note that this amendment is effective from December 5, 2018 (i.e., the 180th day of the notification date) and transfer of shares would not be processed, if the shares are held in physical form.

In view of the above, we advise you to get your shares dematerialized, if held in physical form, at the earliest possible, as after December 5, 2018, no transfer of shares held in physical form will be processed. You may write to the Company at e-mail id: [ir@neulandlabs.com](mailto:ir@neulandlabs.com) to know the detailed procedure for dematerialization of the shares or visit the Company’s website <https://www.neulandlabs.com/investors/shareholder-information/shares>

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

NEULAND LABORATORIES LTD. Sanali Info Park, 'A' Block, Ground Floor, 8-2-120/113, Road No 2, Banjara Hills Hyderabad Telangana- 500034 Tel: 040 30211600, Fax: 040 30211602 E Mail: ir@neulandlabs.com	M/s Karvy Computershare Pvt. Ltd. Unit: NEULAND LABORATORIES LTD. Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032 Toll Free No.: 1800-3454-001 Email : <a href="mailto:einward.ris@karvy.com">einward.ris@karvy.com</a>
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Thanking you,

Yours faithfully,  
For NEULAND LABORATORIES LTD.

Sd/  
**Sarada Bhamidipati**  
Company Secretary & Compliance Officer