



RAGHUVIR SYNTHETICS LIMITED

REGD. OFF. : RAKHIAL ROAD, RAKHIAL, AHMEDABAD-380 023, INDIA

PHONE : 079-22911015 - 22911902 - 22910963

Email : raghuvirad1@sancharnet.in

Website : <http://www.raghuvir.com>

CIN : L17119GJ1982PLC005424

DATE: 02/11/2018

**TO
THE MANAGER
DEPARTMENT OF CORPORATE SERVICES
BSE LTD.
DALAL STREET, FORT
MUMBAI - 400 001**

**SUBJECT: CONVERSION OF PHYSICAL SHARES INTO DEMATERIALIZED FORM AND
UPDATION OF PAN AND BANK ACCOUNT**

REF: SCRIP CODE: 514316

Dear Sir,

In compliance with SEBI Circular No. SEBI/HO/MIRSD/DOP1 /OR/P/2018/73 dated 20th April 2018 and SEBI Circular No. SEBI/HO/MIRSD/DOS3/CIR/P/2018/115 dated 16 July 2018 and pursuant to SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 & amendment made in Regulation 40 of SEBI (LODR) Regulations, 2015, the Company has completed dispatch of Initial letter along with Two Reminder Letter to its Shareholders through its RTA in relation to the following matters

- (a) Conversion of Physical Shares into Dematerialized Form;
- (b) Mandatory updation of PAN and Bank Account details.

We are accordingly enclosing herewith copy of the Initial letter along with First & Second Reminder Letter issued by the Company to its Shareholders with respect to dispatch details in Annexure A.

The above is for your kind information and records.

Thanking you,

**FOR RAGHUVIR SYNTHETICS LIMITED
FOR, RAGHUVIR SYNTHETICS LIMITED**


COMPANY SECRETARY

**PRATIKA P. BOTHRA
COMPANY SECRETARY**



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ANNEXURE A:

DETAILS OF DISPATCH OF LETTERS TO SHAREHOLDERS

NAME OF COMPANY: RAGHUVIR SYNTHETICS LIMITED

NAME OF RTA THROUGH WHOM LETTERS WERE DISPATCHED ON : LINK INTIME INDIA PVT. LTD.

IN COMPLIANCE WITH :

1. SEBI Circular No. SEBI/HO/MIRSD/DOP1 /OR/P/2018/73 dated 20th April 2018 and SEBI Circular No. SEBI/HO/MIRSD/DOS3/CIR/P/2018/115 dated 16 July 2018
2. SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 & amendment made in Regulation 40 of SEBI (LODR) Regulations, 2015

LETTER	INITIAL	FIRST REMINDER	SECOND REMINDER
MODE OF SENDING	REGISTERED POST	INLAND ORDINARY POST	INLAND ORDINARY POST
DATE OF SENDING	25/07/2018	28/09/2018	31/10/2018
NO. OF SHAREHOLDERS TO WHOM LETTER WAS SENT	2803	2695	2651

The compliance report with respect to Reg 40 viz. BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 was submitted to the BSE via listing portal in the prescribed manner as required by the exchange.

FOR, RAGHUVIR SYNTHETICS LIMITED


COMPANY SECRETARY

Initial letter

LINKIntime

Link Intime India Pvt. Ltd
CIN: U67190MH1999PTC118368
C -101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400083
Tel: 022-49186270 Email: rnt.helpdesk@linkintime.co.in
Website: www.linkintime.co.in

Subject: - **Updating the necessary KYC details of registered and/or joint holders holding shares in physical form.**

Dear Sir/Madam,

We refer to the SEBI Circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 & BSE Circular No LIST/COMP/15/2018-19 dated 5th July 2018 by which they have directed all the listed companies to record the PAN, Bank account details, of all their shareholders and advise them to dematerialise their physical securities. Accordingly your Company has initiated steps for registering the **PAN details** (including joint holders if any) and the **BANK ACCOUNT** details of all the registered shareholders.

We would also like to register other KYC details such as email id, mobile number, specimen signature and nomination. Your present status of each of these requirements is provided in the KYC form. We request you to kindly fill in the details in the KYC form and forward the same along with all the supporting documents based on requirements considering the below mentioned points. Single copy of supporting document is sufficient for updating multiple subjects.

A. For updating PAN of the registered and/or joint shareholders:

- Self- attested legible copy of PAN card (exempted for Shareholders from Sikkim)

B. For updating Bank Account details of the registered shareholder:

1. In cases wherein the original cancelled cheque leaf has the shareholder's name printed

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.

OR

2. In cases wherein the cancelled cheque leaf does NOT contain the shareholder's name printed on it

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

C. For updating the Specimen signatures of the registered and/or joint shareholders:

- Affidavit duly notarised on non-judicial stamp paper of Rs. 100/- (format available on www.linkintime.co.in under Resources-Download-General-Change of Signature- Affidavit for change of signature).
- Banker's verification (format available on www.linkintime.co.in under Resources-Download-General-Change of Signature-format for signature verification)
- Original cancelled cheque containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.
- If the cancelled cheque leaf does not contain shareholder's name - legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same Bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

D. For registering Email id of registered shareholder: Email-id of the registered shareholder to be mentioned in the KYC form attached for all future communication in electronic mode (Go Green Initiative).

E. For registering Mobile No. of registered shareholder: Mobile no. of registered shareholder for future direct communication

F. For registering Nominee by the registered shareholder (if any): Nomination (Form SH-13) available on our website at www.linkintime.co.in under Resources-Downloads-General- Nomination.

We request you to kindly forward KYC form duly filled in, along with copies of supporting documents for all the "Required" remarks within 21 days from the date of this letter.

As per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements mentioned above are not fulfilled.

Inclined to serve you with the best of our services!!

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

This is a computer generated letter and hence no signature required.

Note: SEBI notification SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 & BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 have stated that requests for effecting transfer of securities (except in 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. (The above mentioned circulars are available on our website)

KYC FORM

To
LinkIntime India Private Limited
 C 101,247 Park,L.B.S.Marg,Vikhroli (West),Mumbai-400083
 Unit : **Raghuvir Synthetics Limited**

Date : / /
 Folio No :
 No of Shares :

Dear Sir /Madam,
 We refer to the current KYC 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)
	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED

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 the registered and /or joint shareholders (as applicable)

Registered shareholder Joint holder 1 Joint holder 2 Joint holder 3 (self-attested copy for all Shareholders attached)

B For registering Bank details of the registered shareholder

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

C For registering the specimen signature of registered and / or joint shareholders (as applicable)

Affidavit Banker verification Original cancelled cheque leaf Bank Passbook/Bank Statement (for all Shareholders attached)

D For Updating the email id: _____

E Mobile No

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F For registering the nominee details by the registered shareholder

Form SH-13 (Nomination registration form attached)

Note:- For residents of Sikkim instead of PAN provide Aadhar card/Voter Id /Driving License/Passport or any identity proof 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: _____ Sign: _____ Sign: _____ Sign: _____
 Registered holder Joint holder 1 Joint holder 2 Joint holder 3

Reminder 1

SERIAL :
Name
Address 1
Address 2
Address 3
City PIN

LINK INTIME INDIA PVT. LTD.
Unit: RAGHUVIR SYNTHETICS LIMITED
C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai 400 083.
Tel:022- 49186270,
E-mail:rnthelpdesk@linkintime.co.in; Website:www.linkintime.co.in
SEBI Regn. No.: INR000004058
Mobile App - bLink

KYC FORM

Date of printing

Name:

Folio No:

Your current status is mentioned in the table below:

No. of shares:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID / Mobile (D)	Nominee Details (E)
aaa	REQUIRED	REQUIRED	REGISTERED	REQUIRED	REQUIRED
bbb	REQUIRED	NOT APPL.	REGISTERED	NOT APPL.	NOT APPL.
Ccc	REQUIRED	NOT APPL.	REGISTERED	NOT APPL.	NOT APPL.
Ddd	REQUIRED	NOT APPL.	REGISTERED	NOT APPL.	NOT APPL.

Reminder 2:

SERIAL :
Name
Address 1
Address 2
Address 3
City **PIN**

LINK INTIME INDIA PVT. LTD.
Unit: RAGHUVIR SYNTHETICS LIMITED
C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai 400 083.
Tel:022- 49186270,
E-mail:rnthelpdesk@linkintime.co.in; Website:www.linkintime.co.in
SEBI Regn. No.: INR000004058
Mobile App - **bLink**

KYC FORM

Name:

Folio No:

Date of printing

Your current status is mentioned in the table below:

No. of shares:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID / Mobile (D)	Nominee Details (E)
aaa	REQUIRED	REQUIRED	REGISTERED	REQUIRED	REQUIRED
bbb	REQUIRED	NOT APPL.	REGISTERED	NOT APPL.	NOT APPL.
Ccc	REQUIRED	NOT APPL.	REGISTERED	NOT APPL.	NOT APPL.
Ddd	REQUIRED	NOT APPL.	REGISTERED	NOT APPL.	NOT APPL.

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

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th 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 table overleaf **within 21 days from the date of this letter**

Kindly refer to 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	• Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)
B	BANK ACCOUNT DETAILS	• Self- attested legible copy of address proof. Any 1 from, a. Utility bill (not older than 3 months) b. Aadhaar Card c. Passport. • Original cancelled cheque leaf of registered shareholder • Legible copy of Bank Statement/Passbook with details of registered shareholder viz.name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
C	SPECIMEN SIGNATURE	• Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- * • Format for signature verification * • Original cancelled cheque leaf • Legible copy of Bank Statement/Passbook with details of shareholder viz.name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
D	EMAIL ID	• To be mentioned in KYC form printed overleaf
E	MOBILE NO.	• To be mentioned in KYC form printed overleaf
F	NOMINATION	• Nomination Registration form *

Note: - 1. * The relevant formats are available on our website 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 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09th July, 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 05th December 2018.

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

To

Linkintime India Private Limited
C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Date: ___/___/___

Dear Sir Madam,

Based on the data as mentioned in the table overleaf, 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 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:

E For updating Mobile No. of registered shareholder only:

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

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 by affixing my/our signature(s) to it

Sign: _____

Sign: _____

Sign: _____

Sign: _____

Registered holder

Joint holder 1

Joint holder 2

Joint holder 3

This is a computer generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities then please do not submit the documents again.