

UNIQUE ORGANICS LIMITED

CIN: L24119RJ1993PLC007148

Reg. Office: E-521, Sitapura Industrial Area, Sitapura, Sitapura, Jaipur-302022 (Raj.)

Phone: +91-141-2770315 / 2770509

E-mail: compliance@uniqueorganics.com, Website: www.uniqueorganics.com

REGISTERED POST/SPEED POST

Ref.UOL/18-19/PHY/0000000004/100/BANKPAN/1

July 27,2018

To

Dear Shareholder,

Re: Folio No(s)

Sub: Updation of Shareholders' details in the records of the Company

We observe from our records that you are holding shares in our Company in physical mode. In this connection, we draw your kind attention to the recently introduced statutory provision in the following lines:

Transfer of Shares

In view of Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 issued by the Securities and Exchange Board of India, requests for transfer of shares cannot be processed unless the shares are held in dematerialized form. For your ready reference, proviso inserted in Regulation 40(1) of SEBI [Listing Obligations and Disclosure Requirements] Regulations, 2015 is appended below:

“Provided that, except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository.”

Please note that except in case of transmission or transposition of Securities, requests for effecting transfer of securities shall not be processed **on or after December 5, 2018** unless the securities are held in dematerialized form with a depository.

You are, therefore, requested to convert your shares from physical to demat mode at the earliest, to comply with the legal provisions for transfer of shares prescribed by the Securities and Exchange Board of India. In case you do not have any demat account, you may contact your nearest Depository Participant (DP), who will guide you in opening the same.

Consolidation of multiple Folios

Members holding more than one share in the same name or joint names in the same order but under different Ledger Folios, are requested to apply for consolidation of such Folios into one single folio and send the relevant share certificates to the Registrars and Share Transfer Agent of the Company [RTA] ABS Consultant Pvt. Ltd., at 99, Stephen House, 6th Floor, 4 B.B.D. Bag [East], Kolkata – 700 001 to enable them to consolidate all such holdings into one single folio.

Contd...2

Updating Bank Mandate, PAN and contact details

As per the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018, all listed Companies are required to make payment of dividend, if declared, to investors through electronic mode and to maintain Bank details of investors. We would like to have your contact details for paperless and speedy e-communication with you. In this respect, you are requested to give your consent to receive all future communications in electronic mode. Further, to facilitate speedy disbursement of dividend to your bank account and speedy communication, we request you to kindly fill up the enclosed form with your personal bank account details and contact details, sign the form and arrange to dispatch the same directly to our RTA ABS Consultant Pvt. Ltd., 99, Stephen House, 6th Floor, 4 B.B.D. Bag [East], Kolkata – 700 001.

You are also requested to keep our RTA informed as and when there is any change in the details submitted by you.

Shareholders, who are holding shares in demat mode, are also requested to keep their respective DP's updated with the bank details, address etc.

You are hence requested to submit the following documents within 21 days of receipt of this communication:

- Enclosed Form duly filled in and signed by all the shareholders.
- Self-Attested Copy of Pan Card of all the shareholders,
- Cancelled Cheque Leaf with Name (if name is not printed on cheque - self-attested copy of first page of pass book) of all the shareholders and
- Address Proof (self-attested copy of Aadhaar-Card of all the shareholders)

Your kind co-operation in the matter will help us to serve you in an organized and better manner.

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

<u>Company</u> Company Secretary Unique Organics Limited E-521, Sitapura Industrial Area, Sitapura, Sitapura, Jaipur-302022 (Raj.) Phones : 91-141-2770315 Email-Id : compliance@uniqueorganics.com , Website : www.uniqueorganics.com	<u>Registrar & Share Transfer Agent</u> ABS CONSULTANT PRIVATE LIMITED Stephen House, 6th Floor, Room No.99, 4, B. B. Bag (East), Kolkata- 700 001. Tel.: +91 33 2230 1043 Email id: absconsultant@vsnl.net
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Thanking you,

Yours faithfully,

For UNIQUE ORGANICS LIMITED

Sd/-

RAMAVTAR JANGID

Company Secretary

Encl: As above

FORMAT FOR FURNISHING THE PAN & BANK DETAIL

To
M/s.ABS Consultant Pvt. Ltd.,
99, Stephen House, 6th Floor,
4 B.B.D. Bag [East], Kolkata – 700 001
Ph : 033-22301043, 22430153

Unit : Unique Organics Limited

Dear Sir,

I/we furnish below our folio details along with PAN & 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 Passbook and Address proof viz. Aadhar Card as required for updation of the details :

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

Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)											
Name of the Bank											
Name of the Branch											
Account Number (as appearing in cheque book)											
Account Type (Savings/Current/Cash Credit)											
9 digit MICR Number (as appearing on the MICR cheque issued by the Bank) please enclose a photocopy of the cheque for verification											
11 digit IFSC Code											

	PAN NO.	NAME	SIGNATURE
First Holder			
Joint Holder 1			
Joint Holder 2			

Date :
Place :

(Signature of Shareholders)

NB : The above details will not be updated if the said documents are not attached and not duly signed by all the shareholder(s).