



# MCS Share Transfer Agent Limited

F-65 1<sup>ST</sup> Floor, Okhla Industrial Area, Phase - I, New Delhi - 110020  
Phone No: 011-41406149, Fax-011-41709881, Email: [admin@mcsregistrars.com](mailto:admin@mcsregistrars.com)  
Website: [www.mcsregistrars.com](http://www.mcsregistrars.com), CIN NO.U67120WB2011PLC165872



IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

September 25, 2018

**Sub. : Updation of PAN & Bank Details against your folio number for Equity shares held by you in Atlantic Commercial Company Limited and Dematerialization of Equity shares of Atlantic Commercial Company Limited held by you in physical form.**

Dear Shareholder,

We, on behalf of Atlantic Commercial Company Limited, would like to draw your kind attention towards SEBI circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20.04.2018 wherein SEBI has directed, all Listed Companies to collect copy of PAN and Bank Account details of all the shareholders holding shares in physical form, if not available with the Company/Registrar & Transfer Agent (RTA).

Accordingly, you are requested to kindly fill in the form enclosed herewith duly signed by all the Joint shareholders and submit it along with all documents as mentioned in the said form and also detailed below at points nos. A and B (as the case may be) to **M/S MCS Share Transfer Agent Ltd., F-65, 1st Floor, Okhla Industrial Area, Phase-1, New Delhi - 110020** within 21 days from the date of this letter, to enable us to update your details in our records.

**A. Requirements for registration of Permanent Account Number (PAN)**

- Self-attested legible copy of the PAN Card(s) of all the shareholders.
- If the shareholder is a resident of Sikkim, the shareholder is required to submit self attested copy of valid Identity proof issued by the Government.

**A. Attestation of Signature of Shareholders:**

The signature(s) of all the Joint Shareholders shall be duly attested by the Bank Manager under his name, full address and official stamp of the Bank, on the enclosed Form and / or in the format of the respective bank, wherein bank account is maintained.

**B. Requirements for registration of Bank Account details**

- **If the name of the shareholder as a account holder is printed on the cheque: (all requirements to be complied with by you)**
  - Cancelled cheque in original bearing the name of the shareholder as a account holder.
  - Self-attested legible copy of any one of the document viz Aadhaar/ Passport/ Utility Bill (not older than 3 months )
- **If the name of the shareholder as a account holder is not printed on the cheque (all requirements to be complied with by you)**
  - Cancelled cheque in original.
  - Bank attested copy of the first page of the Bank Passbook / Bank Statement showing the names of the account holders, same bank account number and type as on the cheque leaf and the full address of the Bank branch.

Regd.office:- MCS Share Transfer Agent Limited 12/1/5 Manoharpukur Road, Kolkata - 700026

- Bank attested copy of the last page of the Bank Passbook / Bank Statement showing the latest transaction which is not more than 3 months old.
- Self-attested legible copy of any one of the document viz Aadhar / Passport / Utility Bill (not more than 3 months old)

It may please be noted that the above details will not be updated if the supporting documents, as stated above, duly signed by all the holders / attested by the Bank Manager, as the case may be, are not enclosed.

Please also provide your contact details, Phone nos. and Email Id, for records as well as for receiving communications by electronic means in accordance with SEBI Regulations and the Companies Act, 2013.

As directed by SEBI, in case of failure to register PAN and Bank Account details as aforesaid, any transaction in the securities of the Company shall be subject to enhanced due diligence by the Company/ RTA, as may be prescribed. Also, it may be noted that issue of payment instruments without bank details may be disallowed.

Please further note that SEBI vide amendment in the Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, dated June 8, 2018, has mandated that the transfer of securities would be carried out in dematerialized form only w.e.f. December 5, 2018.

Accordingly, you are advised to dematerialize your physical shareholding at earliest. **With effect from December 5, 2018, no request for transfer of shares in physical form can be processed by the Company/RTA.** This restriction shall not be applicable to the request received for transmission or transposition of physical shares.

In order to dematerialize your shares, please open a Demat Account with any of the Depository Participant and submit your physical share certificate(s) with them for dematerialization to avoid inconvenience at later stage. OR you can also contact MCS Share Transfer Agent Limited at 011-41406149-52 or write email at admin@mcsregistrars.com, to guide you in the demat procedure. OR You may also visit website(s) of depositories viz. NSDL or CDSL for further understanding about the demat procedure, using the following links:

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

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

An early action in the matter will save you from unnecessary hassle at a later date.

In case you have any queries or need any assistance for aforesaid matters, you may contact:

Mr. Ajay Dalal / Mr. Amarjit Sr. Manager MCS Share Transfer Agent Limited F-65, Okhla Industrial Area, Phase-I, New Delhi-110 020 Tel : 91-11-41406149-52 E-mail : admin@mcsregistrars.com Website : www.mcsregistrars.com	Company Secretary Atlantic Commercial Company Limited 606, 6 <sup>th</sup> Floor, Vikrant Tower, 4, Rajendra Place, New Delhi-110 008 Phone No. : 011 - 41539140 E-mail id: limitedatlantic@gmail.com Website: www.atlantic-commercial.com
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We request you to provide these details in your own interest.

Thanking you  
 Yours faithfully,  
 For **MCS Share Transfer Agent Limited**

Sd/-  
 Ajay Dalal  
 Authorised Signatory

Encl. - As above

Note: The attestation of the Bank passbook/statement should be by Bank Manager under his name, full address and official stamp of the bank



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## Form for Registration of Permanent Account Number and Bank Account details in terms of SEBI Circular No. SEBI/HO/MIRSD/DOPI/CIR/P/2018/73 dated 20.04.2018

To,  
MCS Share Transfer Agent Limited  
F-65 1<sup>st</sup> Floor, Okhla Industrial Area,  
Phase - I, New Delhi - 110020

Dear Sir,

I / We refer to your letter dated September 25, 2018 and request you to kindly update my / our PAN, Bank details as given below against my/our folio number for Equity share of Atlantic Commercial Company Limited held by me/us. I / We also request you to record our contact details, phone numbers and E-mail IDs for future communication. I enclose the supporting documents to enable you to verify and update the details:

Folio No. :	
	Name of the Shareholders
	PAN*
First Shareholder	
Joint Shareholder 1	
Joint Shareholder 2	
<ul style="list-style-type: none"> <li>Copies of legible self-attested PAN card(s) is/are enclosed to enable verification</li> </ul>	
Address of the first Shareholder	
Mobile No:	
Tel No : (with STD code)	E-mail id :

Bank Account Details : (For electronic credit of dividends)			
Name of the Bank			
Name of the Branch			
Account Type (Saving / Current / Cash Credit)	Saving	Current	Cash Credit
Account Number (as appearing in your Cheque book)			
9 Digit MICR Number (as appearing on the MICR Cheque issued by the bank)			
11 Digit IFSC Code (as appearing in your Cheque book)			

The following is enclosed herewith (**strike off whichever is not applicable**):

- A cancelled cheque in original bearing my name as the account holder.
- Self-attested legible copy of Aadhar/ Passport/ Utility Bill (not older than 3 months).

OR

- i) A cancelled Cheque in original (not bearing my name as account holder) along with a copy of my bank passbook / statement (not more than three months old), duly attested by the Bank Manager under his name, full address and official stamp of the bank.
- ii) Bank attested copy of the last page of the Bank Passbook / Bank Statement showing the latest transaction which is not more than 3 months old.
- iii) Self-attested legible copy of Aadhar / Passport / Utility Bill (not older than 3 months)

I / We hereby state that the above mentioned details are true and correct and we give you consent to update the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it. I/ We shall not hold the Company/ Registrar and Transfer Agents responsible for any transactions being unsuccessful due to technical reasons.

**Signature(s) of the Registered Shareholders**

Place : \_\_\_\_\_

1. \_\_\_\_\_

Date : \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Note:** The above details will not be updated if the supporting documents are not attached duly signed by all the holders/ attested by Notary/ Bank Manger, as the case may be, and as stated in your letter dated September 25, 2018.