



Folio No. :

KAYCEE INDUSTRIES LTD.

Regd. Off.: Old Kamani Chambers, 32, Ramjibhai Kamani Road, Ballard Estate, Mumbai-400 001.
Tel. : +91-22-2261 3521 / 22 / 23 • Fax : +91-22-2261 6106 • E-mail : sales@kayceeindustries.com
Web : www.kayceeindustries.com • CIN No. : L70102MH1942PLC006482

Dear Shareholder,

Sub.: Mandatory update of PAN and Bank details

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, shareholders holding shares in physical form whose folio do not have / have incomplete details with respect to PAN and bank particulars are mandatorily required to furnish the PAN and bank details to the Company / Registrar & Transfer Agent (RTA) for registration under their folio.

As per the records of the Company / RTA, your folio needs to be updated with the PAN and complete bank account details.

Hence you are requested to submit the following documents within 21 days of receipt of this communication:

- The form which has been provided overleaf of this letter dully filled in and signs by all the shareholders
- Self-attested copy of PAN card of the shareholder (including joint holders)
- Original cancelled Cheque leaf with the name of first /sole sharcholder printed on it and in absence of personalized Cheque copy of bank passbook showing name & account details of the account holder attested by bank
- Address proof (self-attested copy of Aadhar-card /voter id /electricity bill /telephone bill)

In case if you have any queries or need any assistance in this regard, please contact us at the following address:

Kaycee Industries Limited

Old Kamani Chambers, 32-Ramjibhai Kamani Marg, Ballard Estate, Mumbai-400001

Tel. No. 91 22 22613521, email : cs@Kayceeindustries.com On receipt of the above document we will update the same in our records.

For Kaycee Industries Limited



Company Secretary & Compliance Officer
Mohit Premchand Dubey

FORM FOR FURNISHING PAN AND BANK DETAILS

Kaycee Industries Limited
Old Kamani Chambers,
32-Ramjibhai Kamani Marg,
Ballard Estate, Mumbai-400001.
Dear Sir/Madam,

Unit:

I/we hereby furnish our PAN and bank mandate details for updating in your records. I/we am/are enclosing herewith:

- 1) Self-attested copy of PAN card of the shareholder (including joint holders)
- 2) Original personalized cancelled cheque leaf / First page of bank pass book

Folio No.	
Mobile No.	
E-Mail id	

Bank Account Details * (for electronic credit of dividends)			
Name of the Bank			
Name of the Branch			
Account Number (as appearing in cheque book)			
Account Type (Please tick as applicable)	Saving	Current	Cash Credit
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			

	Name	PAN	Signature (as per specimen registered with the Company / RTA)
First Holder :			
Joint Holder 1 :			
Joint Holder 2 :			

Date:

Place:

Note : The above details will not be updated if the supporting documents are not attached and or not duly signed by the shareholder (including joint holders).

For KAYCEE INDUSTRIES LIMITED



Company Secretary & Compliance Officer