

Dear Shareholder:

**SUB: Updation of PAN & Bank Details**

This has reference to the shares held by you in the Company. We draw your attention to the circular issued by Securities and Exchange Board of India (SEBI) No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20/04/2018. SEBI, in point no. 12 (ii) of the Annexure to its circular had directed all the listed companies to send communication to all its shareholders through their Registrars and Transfer agents (RTA), who are holding shares in physical form and obtain copy of the PAN of all the holders and Bank account details of the first/sole shareholder of the Company.

These guidelines are issued by SEBI to streamline and strengthen the procedures and processes with regard to handling and maintenance of records, transfer of securities and payment of dividend/interest/redemption by the RTAs, Issuer Companies and Bankers to Issue.

**To enable the RTA to update the PAN and Bank account details, request you to kindly submit the following documents within 21 days of this letter to RTA:**

- **Copy of self-attested PAN card of the shareholders including joint holders, if any in the format attached**
- **Bank A/c details of the first/sole shareholder, as per the Bank Mandate format attached**
- **Original cancelled cheque leaf with the name of the first/sole shareholder printed on it or copy of bank passbook showing name & account details of the account holder attested by the bank**

On receipt of the above documents, RTA will update the same in their records.

In case of dividend declaration by the Company, all dividends including past unpaid dividends, if any, will be directly credited to the bank account furnished by you. It is not out of place to mention here that under Section 124 (6) of the Companies Act 2013, if dividends remain unpaid/unclaimed for a period of seven consecutive years then the underlying shares are also liable to be transferred to the A/c of IEPF authority.

Hence, we request you to kindly submit the documents sought immediately.

Further, we draw your attention to the notification issued by SEBI dated 08.06.2018 amending Regulation 40 of the Listing Regulations. Pursuant to this, request for effecting transfer of securities shall not be processed except in case of transmission or transpositions of securities unless the securities are held in demat form.

Hence, RTA would not be in a position to accept/process the requests for transfer of shares held in physical form with effect from 04.12.2018. We therefore advise you to take immediate steps for dematerializing your shareholding in the Company. As you may be aware holding shares in dematerialized form offers host of benefits like enhanced security, ease of handling, faster transfers, exemption from stamp duty, eliminating bad deliveries. In view of the above, in order to ensure that you are able to deal in the securities hassle-free, kindly take steps for dematerializing the shares at an early date.

We also request you to kindly arrange to send the RTA the first/sole shareholders email Id for sending future communications as per the format attached.

Thanking you,

Yours truly,  
For Encore Software Limited

Vinay L Deshpande  
Director  
DIN 00225502

Encl: As above

**PAN MANDATE FORM**

NAME OF THE COMPANY													
FOLIO NO.													
First/Sole Shareholder Name		PAN											
Second Joint Holder Name		PAN											
Third Joint Holder Name		PAN											

**(SELF-ATTESTED COPIES OF PAN CARD ENCLOSED HEREWITH)  
NACH MANDATE FORM**

Name of the Bank													
Branch Name & Address.													
Bank A/c Type (SB A/c or Current A/c)													
Bank A/c No.													
Bankers MICR ESC Code No.													
Bankers IFSC Code													

**(ORIGINAL CANCELLED CHEQUE LEAF WITH THE NAME OF SHAREHOLDER PRINTED ATTACHED HEREWITH)  
EMAIL REGISTRATION FORM**

Email ID													
Telephone No./Mobile No.													

I hereby

- a) state that the particulars of PAN and Bank account details are correct and complete.
- b) authorise the Company/RTA to credit my dividend on the shares held by me directly to my above bank account mentioned herein above.
- c) Convey my consent to receive all communications, Annual Report/Notice of the Meetings and from the Company through Email rather than hard copy.

SIGNATURE OF THE FIRST/SOLE SHAREHOLDER: .....