



# CAMEO CORPORATE SERVICES LIMITED

Subramanian Building, No.1 Club House Road, Chennai 600 002, Tamilnadu  
CIN : [U67120TN1998PLC041613](https://www.mca21.com/cin/U67120TN1998PLC041613); Ph: 91-44-28460390 / 91-44-40020700 (Board);  
Email : [investor@cameoindia.com](mailto:investor@cameoindia.com); Web : [www.cameoindia.com](http://www.cameoindia.com)

Date : 12/09/2018

S.no: 001/IOB

Folio no:

Dear Shareholder,

**Ref: Shares held in INDIAN OVERSEAS BANK**  
**Sub: Updation of Pan & Bank Details – Reg**

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This has reference to the shares held by you in the above referred bank, the folio number of which is given above. We draw your attention to the circulars issued by Securities and Exchange Board of India (SEBI) No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20/04/2018 and SEBI/HO/MIRSD/DOS3/CIR/P/2018/115 dt 16.7.2018. SEBI has directed all the listed companies to send a communication to all their shareholders, holding shares in physical form, seeking their PAN and Bank details, through their Registrars and Transfer agents (RTA) and obtain copy of the PAN Card of all the holders and Bank account details of the first/sole shareholder of the bank.

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 us to update the PAN and Bank account details, we, being RTA to the above referred Bank, request you to kindly submit the following documents within 21 days of this letter:**

- **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, we will update the same in our records. Hence, we request you to kindly submit the documents sought immediately.

As regards dividend declared by the bank, all dividends including past unpaid dividends which have not been transferred to IEPF, if any, will be directly credited to the bank account furnished by you. Please note that as per the guidelines of the Ministry of Corporate Affairs (MCA), Government of India, the Bank has transferred unpaid dividend up to 2010-11 to IEPF till date.

In terms of SEBI's Circular, in case such details are not received by the RTA, shareholders shall be subject to enhanced due diligence.

Further, we draw your attention to the notification issued by SEBI dated 08.06.2018 amending Regulation 40 of SEBI LODR Regulation, 2015. Pursuant to this, request for effecting transfer of securities shall not be processed unless shares are held in dematerialised form with a depository with effect from 5.12.2018. **Hence, we would not be in a position to accept / process the requests for transfer of shares held in physical form with effect from 05.12.2018.** We therefore advise you to take immediate steps for dematerializing your shareholding in the Bank. 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 shares hassle-free, kindly take steps for dematerializing the Bank's shares at an early date.

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

Thanking you,  
Yours sincerely  
For Cameo Corporate Services Limited  
Sd/  
Head – RTA & Company Secretary

Encl : As above

**PAN MANDATE FORM**

NAME OF THE BANK	FOLIO NO.								
INDIAN OVERSEAS BANK									

First /Sole Shareholder Name		PAN1																	
First Jt. Holder Name		PAN2																	
Second Jt. Holder Name		PAN3																	
Third Jt. Holder Name		PAN4																	

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

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**ECS MANDATE FORM**

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

**(ORINGAL CANCELLED CHEQUE LEAF WITH THE NAME OF SHAREHOLDER PRINTED ATTACHED HEREWITH)**

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**EMAIL REGISTRATION FORM**

Email ID																			
Telephone No. / Mobile No.																			

I hereby 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 :** .....