



## **DHAMPUR SUGAR MILLS LIMITED**

**Regd. Office :** Dhampur, District Bijnor - 246761, U.P.  
**Corporate Office :** 241, Okhla Industrial Estate, Phase - III, New Delhi - 110020  
**Tel:** 011-30659400, **Fax:** 011-26935697, **CIN :** L15249UP1933PLC000511  
**Email:** investordesk@dhampur.com, **Website:** www.dhampur.com

14<sup>th</sup> November, 2018

**Dear Shareholder,**

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

Dear Sir/Madam,

We find from our records that you hold shares in our Company in the physical mode.

In this regard, we would like to bring to your kind attention the following:-

### **Updating Bank Mandate, PAN, and Contact details**

This is in continuation to our earlier requests forwarded vide letter dated 25<sup>th</sup> June, 2018 and 17<sup>th</sup> August 18 to the shareholders who are holding equity shares of the Company in physical form for updating details of PAN, Bank Account Details and other details in Company's records as mandated by SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018. Therefore, the shareholders who have not yet updated their details in Company's records are once again requested to provide the following details to the Company at the earliest:

- 1) Self Attested Copy of PAN Card of all the holders;
- 2) Bank details of first holder, by providing original cancelled " Name printed Cheque" or copy of Bank Passbook / Statement duly attested by the Bank;
- 3) Email id and Mobile / Telephone No.
- 4) Address proof, if address changed.

Kindly send the above details latest by 15<sup>th</sup> December, 2018 to the Company or its Registrar & Share Transfer Agent (RTA) at the below address.

#### **RTA**

**Alankit Assignment Limited**  
Unit : Dhampur Sugar Mills Limited  
Alankit House 3E/7, Jhandewalan Extension  
New Delhi - 110055  
Ph. No.: 011-42541234/23541234  
Email: rta@alankit.com

#### **Company :-**

**Dhampur Sugar Mills Limited**  
241 Okhla Industrial Estate  
Phase-III, New Delhi-110020  
Ph:- 011 - 30659400  
Email : investordesk@dhampur.com

### **Dematerialization of Shares**

This is in continuation of our earlier letter dated 17<sup>th</sup> August, 2018. that as Per SEBI notification No SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June 2018, no sale or purchase will be allowed in physical form w.e.f 180 days from the date of publication of the said notification in the official gazette i.e. 5<sup>th</sup> December, 2018. We, therefore, request you to convert your shares from physical mode to demat mode as soon as possible. In case you do not have a demat account, you may contact your nearest Depository Participant (DP) who will guide you in opening the same.

**Please ignore this letter, if details are already submitted.**

Thanking you,

Yours faithfully,

For **Dhampur Sugar Mills Limited**

Sd/-

**Aparna Goel**  
Company Secretary