



December 4, 2018

The General Manager, Listing Department  
BSE Limited  
Phiroze Jeejeebhoy Towers  
Dalal Street  
Mumbai – 400 001  
Scrip Code: 500770

The Manager, Listing Department  
National Stock Exchange of India Limited  
Exchange Plaza  
Bandra-Kurla Complex  
Bandra (E)  
Mumbai 400 051  
Symbol: TATACHEM

Dear Sir,

**Re: Letter sent to shareholders holding shares in physical form for updating PAN and Bank details and converting their holdings into DEMAT**

This has reference to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018, in which SEBI has directed all the listed Companies to mandatorily record the PAN and BANK Account details of all their shareholders holding shares in physical mode and SEBI Notification SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018, wherein Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 has been amended to mandate the transfer of securities of a Listed Company to be carried out in dematerialized form only and as directed by the Stock Exchanges vide their circulars, we are enclosing the second and final reminder dated November 29, 2018 sent to all the shareholders holding shares in physical form informing them to update their PAN and Bank Account details and to convert their shareholding in dematerialized form.

You are requested to take the above on your records.

Yours faithfully,  
For Tata Chemicals Limited

Rajiv Chandan  
General Counsel & Company Secretary

Encl. a/a

**TATA CHEMICALS LIMITED**

Bombay House 24 Homi Mody Street Fort Mumbai 400 001  
Tel 91 22 6665 8282 Fax 91 22 6665 8143/44 [www.tatachemicals.com](http://www.tatachemicals.com)  
CIN : L24239MH1939PLC002893



## TATA CHEMICALS LIMITED

CIN: L24239MH1939PLC002893

Registered Office: Bombay House, 24 Homi Mody Street, Fort, Mumbai - 400 001

Tel. No.: +91 22 6665 8282 Fax No.: +91 22 6665 8144

Email: [investors@tatachemicals.com](mailto:investors@tatachemicals.com) Website: [www.tatachemicals.com](http://www.tatachemicals.com)

### **SECOND & FINAL REMINDER** **IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION**

November 29, 2018

Dear Shareholder(s),

**Sub.: Updation of Permanent Account Number (PAN) & Bank account details and Dematerialisation of shares**  
**Ref: Our letters dated July 14, 2018 and October 8, 2018**

#### **A. Mandatory updation of PAN & Bank account details**

This has reference to our letters dated July 14, 2018 and October 8, 2018 requesting you to provide PAN and Bank account details in accordance with the circular issued by Securities and Exchange Board of India dated April 20, 2018.

Since we have not received the PAN and Bank account details from you for updating the information, we once again request you to send us the following documents in order to update your PAN and Bank account details in the Company's records latest by **December 22, 2018**:

- **Enclosed form duly filled in and signed by the sole/first holder**
- **Self-attested copy of PAN Card of all the joint holders**
- **Cancelled cheque leaf in original bearing name of the first holder**
  - **If name is not printed on the cheque leaf, you are required to submit:**
    - (i) **Copy of the first page of Bank pass book/statement, duly attested by the Bank, in original; and**
    - (ii) **Cancelled cheque leaf in original**

It may please be noted that this is **the final reminder** sent to you as directed by Securities and Exchange Board of India vide their circular referred above. 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.

#### **B. Dematerialisation of shares**

We note that your holding in the Company is in physical form. The amendment to SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, notified on June 8, 2018 has mandated that investors who wish to transfer securities can do so only in dematerialised form, effective December 5, 2018. The amendment allows holding of the shares in physical form, but the shares will first need to be dematerialised in case you wish to transfer the same after this date.

**Please note that we have entered into an arrangement with Stock Holding Corporation of India Limited (SHCIL), a prominent Depository Participant, to specially assist and facilitate you in getting your shares dematerialized. You can approach any of the SHCIL branches who will guide you in opening the demat account. Please note that the shareholders of our Company availing the Demat Account facility will not be required to pay the first year's Annual fees to SHCIL. You may note that the option of getting your shares dematerialized through SHCIL is discretionary. You may alternatively approach a Depository Participant of your choice for availing these services.**

The FAQs on dematerialisation of shares is given overleaf for your information.

In case of any queries in this regard, you may also contact our Registrar & Share Transfer Agents at **TSR Darashaw Limited**, Unit: **Tata Chemicals Limited**, 6 – 10, Haji Moosa Patrawala Industrial Estate, 20 Dr. E Moses Road, Near Famous Studio, Mahalaxmi, Mumbai – 400 011, Telephone: +91 22 6656 8484/ +91 22 6617 8411-14, Fax: +91 22 6656 8494, email: [csg-unit@tsrdarashaw.com](mailto:csg-unit@tsrdarashaw.com), website: [www.tsrdarashaw.com](http://www.tsrdarashaw.com).

Kindly ignore this Letter in case you have already submitted your documents and details as requested earlier.

Thanking you,  
For **Tata Chemicals Limited**  
Sd/-  
**Rajiv Chandan**  
**General Counsel & Company Secretary**

Encl.: as above

## **Frequently asked questions on Dematerialisation**

### **A. What are the benefits of Dematerialisation of shares?**

Shares held in DEMAT form have several advantages and helps eliminate many problems that investors have to face while dealing with securities. They minimise paperwork that is involved with the ownership, trading, and transfer of securities. It facilitates faster transactions and makes trade of securities extremely convenient. There are a wide range of advantages associated with a DEMAT account such as:

- a. The risks pertaining to physical certificates like loss, theft, forgery and damage are eliminated completely with a DEMAT account.
- b. The lack of paperwork enables quicker transactions and higher efficiency in trading including immediate transfer of shares and faster settlement cycle.
- c. Ease in portfolio monitoring
- d. The shares that are created through mergers and consolidation of companies are credited automatically in the DEMAT account.
- e. There is no need to pay stamp duty on transfer of securities thereby bringing down the cost of transaction significantly.

### **B. How do I open an account with a Depository and will I be periodically informed about the movement in my electronic account?**

You may open an account with a depository participant ('DP') of your choice. As an investor you will interact with National Securities Depository Limited (NSDL) or Central Depository Services Limited (CDSL) through your Depository Participant. Your DP will allot you an account number which will serve as a reference for all your future dealings with them.

Your DP will update your account after each transaction, and would periodically furnish you with a statement of holding. You may verify this with them at the time of opening your electronic account.

### **C. How do I convert my paper/physical certificates into an electronic holding? [Dematerialisation]**

To dematerialize your holding, you should first have an account with a DP of your choice. You may then hand over to your DP, the certificates along with the 'Dematerialisation Request Form' (DRF). Only the securities registered in your name can be submitted for dematerialization. Your DP will then send the DRF and the certificates to the Registrar and Share Transfer Agents of the Company, TSR Darashaw Limited ('TSRD') and an electronic request will also be sent through the NSDL/CDSL network reconfirming the same. TSRDL will verify the documents and if found in order, the dematerialization request will be confirmed to NSDL/CDSL who will in turn inform your DP. In the books of the Company, your folio with TSRDL will be debited and the account of NSDL/CDSL will be credited in respect of such dematerialized securities. NSDL/CDSL in their electronic records will credit the account of your DP who will then credit your account with the number of securities that have been dematerialized and the securities will thereafter be held in electronic form. This process would take approximately 15-20 days.

### **D. Will I continue to receive corporate benefits?**

All the corporate benefits such as dividend, interest, bonus shares, rights shares will be issued by TSRDL to the beneficial owners i.e. the accountholders who hold the securities in electronic form. The dividend/interest amounts as and when declared/issued will be sent to you/your bankers directly. The entitlement of rights and bonus shares/debentures wherever applicable, will be credited to the beneficiary's accounts as per the investors' option and the terms of the issue.

### **E. How do I trade (buy/sell) in electronic form?**

You may buy and sell securities in electronic form through the depository by co-ordinating with your broker and your DP. Such transactions would be simpler and faster. Payments for such transactions would be made in the same way as is done for physical certificates. Securities purchased in electronic form are credited to your account on the very next day of payout with no formalities of filling transfer deeds or applying to the Company for registration.

Such transactions are not routed through the Company and the debit/credit takes place directly in the Depository System. However, corporate benefits would be paid to the person holding such securities on the Record date/Book closure date as applicable.

### **F. What if I continue to hold shares in physical form after December 5, 2018?**

You may please note that you can hold shares in physical form even after December 5, 2018. However, the shares will first need to be dematerialised in case you wish to transfer the same after this date.

Please return this form  
by **December 22, 2018**

Folio No.: \_\_\_\_\_  
Name of Sole/First Shareholder: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
TSR Darashaw Limited  
**Unit : Tata Chemicals Limited**  
6-10, Haji Moosa Patrawala Industrial Estate,  
20, Dr. E. Moses Road, Near Famous Studio, Mahalaxmi, Mumbai 400 011

Dear Sir/Madam,

**Re: Registration of PAN and Bank account details as per SEBI Circular dated April 20, 2018.**

I/We refer to your letter dated November 29, 2018 and request you to kindly update my/our PAN, Bank details and Contact Details for future communications and records. I enclose the supporting documents to enable you to verify and update the details.

	Name	Permanent Account Number (PAN)									
First/Sole Shareholder											
First Joint Holder											
Second Joint Holder											
Third Joint Holder											

BANK ACCOUNT DETAILS (for electronic credit of unpaid dividends and all future dividends)												
Name of the Bank												
Branch Name & Address												
Bank A/c type (tick whichever is applicable)	Saving			Current				NRE/NRO				
Bank A/c No.												
MICR Code No.(9 digit)												
Banker's IFSC Code No. (11 digit)												

Contact Details	
Email Id	
Telephone No./Mobile No.	
CIN/Registration No. (Applicable to Corporate Shareholders)	

Following documents are enclosed herewith:

- Self-attested copy of PAN Card of all the holders
- Cancelled cheque leaf in original bearing name of the first holder

**OR**

- Bank attested copy of the first page of Bank pass book/ statement and cancelled cheque leaf (if name is not printed on the cheque leaf)

I/We hereby declare that the particulars furnished by me/us in this letter are correct and complete. If any transaction is delayed because of incomplete or incorrect information, I/we would not hold the Company/Registrar and Transfer Agents responsible. I/We undertake to inform any subsequent changes in the above particulars as and when the changes take place. I/We understand that the above details shall be maintained by you till I/we hold the securities under the folio no. mentioned above.

Signature of sole/first holder: \_\_\_\_\_ Place: \_\_\_\_\_ Date : \_\_\_\_\_



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### **SECOND & FINAL REMINDER**

November 29, 2018

Dear Shareholder(s),

**Sub.: Conversion of shares into dematerialized form**  
**Ref: Our letters dated July 14, 2018 and October 8, 2018**

This has reference to our letters dated July 14, 2018 and October 8, 2018 requesting you to dematerialize your shares. The amendment to Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 notified on June 8, 2018 has mandated transfer of shares in dematerialized form only effective December 5, 2018.

We note that your holding in the Company is still in physical form. In view of the same, we would request you to dematerialize your shares held in the Company through your Depository Participant to facilitate transfer of shares.

**Please note that we have entered into an arrangement with Stock Holding Corporation of India Limited (SHCIL), a prominent Depository Participant, to specially assist and facilitate you in getting your shares dematerialized. You can approach any of the SHCIL branches who will guide you in opening the demat account. Please note that the shareholders of our Company availing the Demat Account facility will not be required to pay the first year's Annual fees to SHCIL. You may note that the option of getting your shares dematerialized through SHCIL is discretionary. You may alternatively approach a Depository Participant of your choice for availing these services.**

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Thanking you,  
For **Tata Chemicals Limited**  
Sd/-  
**Rajiv Chandan**  
**General Counsel & Company Secretary**

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