

EIH Associated Hotels Limited

A MEMBER OF THE OBEROI GROUP

DELHI OFFICE - 7, SHAM NATH MARG, DELHI-110054, INDIA / TELEPHONE: +91-11-2389 0505
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REGISTERED OFFICE: 1/24, G.S.T. ROAD, CHENNAI-600 027, INDIA / TELEPHONE: 91-44-2234 4747
WEBSITE: WWW.EIHASSOCIATEDHOTELS.IN
CIN: L92490TN1983PLC009903

REGISTERED POST

Date:

S.No.

Name

Add

Folio no.

No of Shares:

Jt:1

Jt:2

Jt:3

Sub: Compulsory Dematerialization of Shares and updating of PAN and Bank details

Dear Shareholder(s),

1. Dematerialization of Physical Shares

The Securities Exchange Board of India (SEBI) vide Circular No. SEBI/LAD-NRO/GN/2018/24 dated 8th June 2018 has amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and made it mandatory to lodge the transfer of shares in dematerialized form only with effect from 5th December 2018. SEBI has also directed Listed Companies / Registrar & Share Transfer Agents (RTAs) not to effect transfer of shares on or after 5th December 2018.

As per records of the Company, you are holding shares in the physical mode in the aforesaid folio. We request you to kindly dematerialize your physical shares by opening a DP account with a Depository Participant (if you are not having a DP account). Benefits of Dematerialization is given in the enclosed Annexure-I.

2. PAN and Bank details*

SEBI has also mandated the Registrar and Transfer Agents (RTAs) and the Company to update the Permanent Account Number (PAN) and Bank Account details of the Shareholder(s).

The Register of Members relating to your folio as above does not have the PAN and Bank Accounts details as per the SEBI Mandate.

We request you to kindly provide the details in Annexure-II and return the same to the Company's Share Transfer Agent, at the address: **EIH Limited, Investors Services Division (ISD), 7 Shamnath Marg, Delhi -110 054.**

For any queries relating to the above, please note contact details of persons responsible to address your queries: Mr. Tejasvi Dixit, Asst. Company Secretary (Phone no. 011-23906308) or Mr. Ajit Kumar Jha (Phone No.011-2390 6346). You may also write to isdho@oberoigroup.com or invcom@tridenthotels.com

Thank you,

Yours faithfully,

For **EIH Associated Hotels Limited**

Indrani Ray

Company Secretary

* If you have already provided this to the Company, please ignore

Those Shareholders who are holding shares in physical mode are requested to dematerialize their Shareholding with a Depository Participant (DP).

Benefits and procedure for Dematerialization of shares are as follows:

Benefits:

- It is safe and convenient way to hold the shares;
- Eliminates the risk of loss of Share Certificate in physical holding and consequent lengthy procedure for getting duplicate share certificates issued;
- Eliminates other risks associated with physical Share Certificate such as bad delivery, fake securities, delays, thefts etc.;
- No odd lot problem, even one share can be sold;
- Change of address, Bank Mandate etc. recorded with DP gets registered with all Companies in which the investor holds securities eliminating the need to correspond with each of the Companies separately;
- Transmission of securities is done by DP eliminating correspondence with Companies;
- Automatic credit into the demat account of shares, arising out of bonus/split/consolidation/merger etc.
- Easy and quick credit of dividend in the Bank Account, eliminating loss of physical Dividend Warrants and consequent correspondence with the Companies;
- Online viewing of the holding and transaction of Sale and Purchase of shares can be effected.

Procedure for Dematerialization of Shares:

- Open an Account with a Depository Participant (DP). DP could be a bank or private players like Sharekhan, Religare etc.;
- File the Dematerialization Request Form (DRF) given by the DP (on opening of the Account) and submit to the DP along with the physical Share Certificates;
- DP will ensure that the particulars filled in DRF are correct and send it to the Company for dematerialization of shares;
- On receipt of all the papers, Company effects dematerialization of shares and give credit of the shares to the Demat Account opened by the Shareholder;
- Thereafter, the Shareholders can enjoy the benefits enumerated above just by the click of a button /mouse from his /her Computer;
- In case you have already dematerialized the Shares please ignore this correspondence. However, please update your e-mail id and other details with your DP.

To
 EIH Ltd
 Investors Services Division
 7, Sham Nath Marg
 Delhi – 110 054

Shareholder Information Update*

I/We request you to record the following information against my/our Folio No:

Permanent Account Number:

Folio No.	
Name of the first-named Shareholder	
PAN (attach self-attested copy)	
CIN/Registration No (Applicable to Corporate Shareholder)	
Mobile Number	
Email id	

Bank Details:

Name of the Bank & Branch	
IFSC (11 digit)	
MICR (9 digit)	
Bank A/c Type	

Note: Kindly attach a cancelled blank cheque (in original, photocopy not admissible) with the name of the 1st shareholder printed on it or the copy of the Bank Account Statement/Passbook of the aforesaid account, attested by the Bank Manager.

Place

Signature of the Shareholder(s)**

Date

*If you have already provided this to the Company, please ignore this communication.

**In case of joint holdings please attach self-attested copies of PAN of all joint holders.