



Registered Office: 17, Rajmugat Society, Naranpura Char Rasta, Ankur Road, Naranpura, Ahmedabad – 380 013

Tel: +91-79-27415501, **Fax:** +91-79-29601210,

E-mail: investor@ratnamani.com, **Website:** <http://www.ratnamani.com>,

CIN: L70109GJ1983PLC006460

Dear Shareholder(s),

Subject: Request for updation of Email ID, Address, NECS Details and Mobile Number

As you are aware that in pursuit of paperless communication and in terms of Section 20(2) of the Companies Act, 2013 read with Rule 35 of the Companies (Incorporation) Rules, 2014 and other applicable provisions of the Companies Act, 2013, the Company may serve documents such as notice of meetings, annual reports, notices of postal ballot and other official communication to shareholders in electronic mode. In order to provide better and efficient service to the shareholders, we request you to register your Email ID in your Demat Account through your Depository Participant with whom you maintain your Demat Account. In case you hold the shares in physical form, we request you to register your email id either to the Company's Share Registrar and Transfer Agent (RTA) viz. Link Intime India Private Limited, at their address mentioned below or at the Company's registered office as mentioned above. The Registration of email id will facilitate the Company to send all communication and documents on electronic mail.

It is also observed that many shareholders have not register/updated their bank details (NECS/IFSC information) in the Demat account due to which Company is unable to credit dividend directly in to your Bank Account. Registration of NECS/IFSC information in your Demat account will facilitate remittance of dividend directly into your bank account through electronic mode. This eliminates the possibility of loss of dividend warrant in transit and minimising risk of misappropriation. Further, in respect of your shares held in electronic form in your Demat account, it is mandatory not only to update bank account details with the depository participant but also details of your email id and mobile number so that information relating to your investments can be disseminated to you seamlessly.

As a service to our shareholders, the format of providing such information is enclosed herewith. You are requested to complete the same and hand it over along with supporting documents to the Depository Participant with whom you maintain your Demat account and in case of you hold the shares in physical form we request you to send the enclosed form at the Company's Share Registrar and Transfer Agent (RTA) viz. Link Intime India Private Limited, 5th Floor, 506 to 508, Amarnath Business Centre-1 (ABC-1), Besides Gala Business Centre, Nr. St. Xavier's College Corner, Off C. G. Road, Navrangpura, Ahmedabad – 380 009, Tel No. 079-26465179 and E-mail Id: ahmedabad@linkintime.co.in or at the Company's Registered Office at mentioned above.

In case any clarification/information is required, shareholder(s) can reach @ +91 79 27415501 or can e-mail at investor@ratnamani.com

Encl.: Request Form

SHAREHOLDERS ARE REQUESTED TO SUBMIT THIS FORM TO THE DEPOSITORY PARTICIPANT/RTA/COMPANY

To, (Name of the Depository Participant / RTA / Company)

Update of Shareholder Information

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

General Information:

Folio No. / DP ID / Client ID:	
Name of the first Shareholder:	
PAN: *	
CIN / Registration No.: * (applicable to Corporate Shareholders)	
Tel No. with STD Code:	
Mobile No.:	
E-mail ID:	

***Self attested copy of the document(s) enclosed**

I/we request you to change my address as following (if applicable)

Old Address	Present address

*** Self attested copy of latest address proof is attached herewith (in case of telephone bill/light bill it shall not be older of two months)****Bank Details:**

IFSC: (11 digit)	
MICR: (9 digit)	
Bank A/c Type:	
Bank A/c No.: *	
Name of the Bank:	
Name of Bank Branch	

*** A blank cancelled cheque is enclosed to enable verification of bank details**

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed because of incomplete or incorrect information, I / We would not hold the Company / RTA 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 till I / We hold the securities under the above mentioned Folio No. / Beneficiary account.

Place:**Date:**

Signature of Sole / First holder**Note:**

1. On registration, all the communication will be sent to the e-mail ID registered in the Folio /DPID & Client ID.
2. Shareholders are requested to keep the company informed as and when there is any change in the e-mail address. Unless the email id given above is changed by you by sending another communication in writing, the company will continue to send the notices/documents to you on the above mentioned email ID.