



TATA CONSUMER PRODUCTS LIMITED

(Formerly known as **Tata Global Beverages Limited**)

Registered Office: 1, Bishop Lefroy Road, Kolkata – 700020

Corporate Identity Number (CIN): L15491WB1962PLC031425

E-mail id: investor.relations@tataconsumer.com; **Website:** www.tataconsumer.com

December 1, 2020

Dear Shareholder(s),

Subject : Updation of Permanent Account Number (PAN) & Bank account details & Registration of Signatures

SEBI vide its Circular No. SEBI/HO/DOP1/CIR/P/2018/73 dated April 20, 2018, has made it mandatory to register PAN and Bank account details for the security of the holders holding securities in physical form. Further, for faster and easy communications you should get your email id registered with the Company.

As per the records maintained with the Company's Registrar & Share Transfer Agent, TSR Darashaw Consultants Private Limited ("**RTA**"), we note that, the following information is still not yet registered by you against your folio:

1. Specimen signature of the accountholder(s).
2. PAN of all holders.
3. Complete bank details.
4. Email ID.

We therefore, request you to kindly arrange to fill in and sign the form on the reverse of this letter and submit it to our RTA along with the following supporting documents:

1. Requirement for registration of Specimen Signatures of Holder(s):

- a. An Affidavit duly notarized on Non judicial paper of Rs 100/- as per the **draft attached** and instructions stated thereon.
- b. Attestation of Members signatures through Notary Public with his full name, address, registration no, notarial page no and serial no.
- c. Notarized copy of the PAN card of all holders.
- d. Notarized legible copy of the address proof such as Aadhar Card / Passport / Electricity Bill / Landline Telephone bill (not older than 3 months) duly notarized as stated in point (b) above.

2. Requirements for registration of Permanent Account Number (PAN):

- a. Self-attested legible copy of the PAN Card(s) of all the holders of the account.
- b. If the shareholder is a resident of Sikkim, the shareholder is required to submit a self-attested legible copy of valid Identity proof issued by the Government.

3. Requirements for registration of Bank Account details:

- a. Original Cancelled cheque bearing the name of the first shareholder as the accountholder. **OR**
In case a cheque leaf with name printed on it is not available, a cancelled cheque in original along with Bank attested copy of first and last page of Passbook/ Bank statement featuring the name of the accountholder(s), same bank account number and type as on the cheque leaf and the full address of the Bank branch and transactions of not more than 3 months old.

Note: Attestation of the Bank passbook/ statement should be by the Bank Manager under his/her name, full address and official stamp of the Bank.

- b. Self-attested legible copy of any one of the documents viz. Aadhaar / Passport / Electricity Bill / Landline Telephone bill (not older than 3 months).

4. Email Id:

Kindly mention the valid and active email address on the form duly signed by the first named shareholder. This email address will be used for future communications including sending Annual Reports.

Your kind attention is drawn that as directed by SEBI, 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. Also, it may be noted that issue of payment instruments such as dividend and other cash benefits without bank details is disallowed. Hence you are requested to keep your bank details updated to avoid any rejection or non-payment of dividend.

We therefore once again request you to fill in your PAN, Bank Account details, email address and Specimen signature of the accountholders in the enclosed form and submit the same duly signed along with supporting documents as stated above, **latest by January 31, 2021 so that the investments held by you will be KYC compliant.**

Further, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, mandate transfer of shares only in dematerialized mode effective April 1, 2019. Therefore, you are once again requested to dematerialized your shares at the earliest.

In case of any queries in this regard, you may also contact to our Registrar & Share Transfer Agent at TSR Darashaw Consultants Private Limited, Unit: Tata Consumer Products Limited, 6, 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: csgunit@tsrdarashaw.com , website: www.tsrdarashaw.com.

Yours sincerely,

for **TATA CONSUMER PRODUCTS LIMITED**

Sd/-

Neelabja Chakrabarty
Company Secretary

Encl. : as above

To,
TSR Darashaw Consultant Private Limited
6, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road, Mahalaxmi, Mumbai – 400011

Dear Sir.

Unit: TATA CONSUMER PRODUCTS PRIVATE LIMITED

Re : Registration of Signature, Permanent Account Number and Bank Account details as per Circular of SEBI

I / We refer to your letter dated December 1, 2020 and request you to kindly update on your records, my / our PAN, Bank details, Email / Contact Details for future communications as given below and Signatures from the Affidavit attached. I / We enclose the supporting documents to enable you to verify and update the details.

Folio No.:

	Name of the Shareholders	PAN No.*									
First Holder											
Joint Holder 1											
Joint Holder 2											
Joint Holder 3											

*Copies of legible self-attested PAN card(s) is/ are enclosed to enable verification

Contact Details

Mobile No.:

Tel No.: (with STD code)

E-mail id:

Bank Account Details: (for electronic credit of unpaid dividends and all future dividends)

Name of the Bank											
Name of the Branch											
Account Type	Saving			Current				Cash Credit			
Account Number (as appearing in your cheque book)											
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank)											
11 Digit IFSC Code (as appearing in your cheque book)											

The following is enclosed herewith (**strike off whichever is not applicable**):

- Duly Notarized Affidavit on a Rs. 100/- Non-Judicial Stamp Paper towards registration of Signature(s).
- Duly notarized copy of PAN card or valid Government Identity address proof (only for resident of Sikkim)
- Duly Notarized legible copy of the address proof such as Aadhar Card / Passport / Electricity Bill / Landline Telephone bill (not older than 3 months) duly notarized as stated in point (b) above.

AND

- A cancelled cheque in original bearing my /our name(s) as the account holder.

OR

A cancelled cheque in original (not bearing name of account holder) along with a copy of my bank passbook/ statement (not more than three months old), duly attested by the Bank Manager under his name, full address and official stamp of the bank.

Bank attested copy of the last page of the Bank Passbook / Bank Statement showing the latest transaction which is not more than 3 months old.

AND

- Self-attested legible copy of Aadhaar/ Passport/ Electricity bill/Landline telephone bill (not older than 3 months).

I / We hereby state that the above mentioned details are true and correct and we give you consent to update the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my / our signature(s) to it. I / We shall not hold the Company / Registrar and Transfer Agents responsible for any transactions being unsuccessful due to technical reasons.

Signature(s) of the Registered Shareholders

Place: _____

Date: _____

1. _____

2. _____

3. _____

4. _____

Note: The above details will not be updated if the supporting documents are not attached, duly signed by all the holders / attested by Notary / Bank Manger as the case may be.