

SERIAL :

LINK INTIME INDIA PVT. LTD.

Unit: Aditya Birla Fashion and Retail Limited

C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai 400 083; Tel: 022- 49186270; E-mail: [rnthelpdesk@linkintime.co.in](mailto:rnthelpdesk@linkintime.co.in); Website: [www.linkintime.co.in](http://www.linkintime.co.in); SEBI Regn. No.: INR000004058; Mobile App – bLink

KYC FORM	UNIT : Aditya Birla Fashion and Retail Limited	DATE
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Name: \_\_\_\_\_ Folio No: \_\_\_\_\_

Dear Shareholder,

We refer to the current KYC status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No. (E)	Nominee Details (F)

List of Documents required are as under:

PAN	Self- attested legible copy of your (or of the first holder, amongst joint holders, if any) PAN card (Exempted for Shareholders from Sikkim);
Bank Account Details	Original cancelled cheque leaf* containing the details such as Bank A/c Number, Bank Name, Type of account, IFSC Code, MICR Code; Self- attested legible copy of Aadhaar/ Passport/ Utility Bill (not older than 3 months)
Specimen Signatures	Duly Notarized Affidavit; Banker's Verification; Original cancelled cheque leaf* containing the details such as Bank A/c Number, Bank Name, Type of account, IFSC Code, MICR Code
Email ID and Mobile No.	Email id and Mobile No. of Registered Shareholder to be mentioned in the Form for future Communication
Nominee	Nomination Form (Form SH-13)

\* In cases where the cancelled cheque leaf DOES NOT have your name (or name of the first holder, amongst joint holders) printed on it, in addition to above documents, Legible copy of the Bank Passbook/Bank Statement specifying your details (or details of the first holder, amongst joint holders) such as the name, address, Bank A/c Number etc., duly attested by the officer of the same bank with his/her signature, name, employee code, designation, bank seal & address stamp, phone number and date of attestation ( ).

**FIRST REMINDER**

- Sub.:** Updation of necessary details of Shareholders holding Equity Shares of Aditya Birla Fashion and Retail Limited ("Company") in Physical form
- Ref.:**
1. Circular issued by Securities and Exchange Board of India ("SEBI") dated April 20, 2018, bearing No. SEBI/HO/MIRSD/DOP1/ CIR/P/2018/73 ("SEBI circular")
  2. Notification issued by SEBI dated June 8, 2018, bearing No. SEBI/LAD-NRO/GN/2018/24 and Circular issued by BSE Limited dated July 5, 2018, bearing No. LIST/COMP/15/2018-19 ("SEBI Notification and BSE Circular") (collectively referred to as "circulars/ notification")
  3. Our Communication dated July 16, 2018 ("said communication")

Dear Shareholder,

We, Link Intime India Private Limited, are writing to you in the capacity of being the Registrar and Transfer Agent of the Company and in reference to the above referred circulars/ notification.

This letter is further to the said communication with respect to "Updation of necessary details of Shareholders holding Equity Shares of the Company in Physical form" and shall serve as the First Reminder to remind and request you to send us, within 21 days from the date of this letter, your KYC details which are marked as "Required" in the table overleaf. The said communication contained detailed instructions with respect to the process to be followed in that regard. You can download the same from [www.abfri.com](http://www.abfri.com). In case you have already updated your KYC details with us, you may treat this only for your information and reference.

**Please note that as per the directive of the SEBI:-**

- in case the details required as per the attached KYC form are not furnished by you, within prescribed time, you and your holdings shall be subjected to an enhanced due diligence procedure on behalf of the Company;
- any request for effecting transfer of securities (except in case of transmission or transposition of securities) shall not be processed, unless the securities are held in the dematerialised form with the depositories. Accordingly, you may get in touch with a Depository Participant and take necessary actions to dematerialise your physical securities at the earliest.

Inclined to serve you with the best of our services!!

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

The relevant formats are available on our website [www.linkintime.co.in](http://www.linkintime.co.in) → Resources → Downloads → General.

This is a computer generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialized your physical securities then please do not submit the documents again.

To

Linkintime India Private Limited

C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Date: \_\_/\_\_/\_\_

Dear Sir Madam,

Based on the data as mentioned in the table overleaf, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the table.

**A For registering your and/or joint shareholders PAN (as applicable)**

- Registered shareholder     Joint holder 1     Joint holder 2     Joint holder 3 (self-attested copy for all Shareholders attached)

**B For registering your (or of the first holder, amongst joint holders, if any) Bank details (as applicable)**

- Aadhar/Passport/utility bill     Original cancelled cheque leaf     Bank Passbook/Bank Statement

**C For registering your (or of the first holder, amongst joint holders, if any) the Specimen Signature (as applicable)**

- Affidavit     Banker verification     Original cancelled cheque leaf     Bank Passbook/Bank Statement (for all Shareholders attached)

**D For Updating the email id :** \_\_\_\_\_

**E Mobile No :**

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**F For registering the nominee details**

- Form SH-13 (Nomination registration form attached)

Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voter ID /Driving License/Passport or any other identity proof issued by Government of India.

I /We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed by affixing my/our signature(s) to it

Sign: \_\_\_\_\_  
Registered holder

Sign: \_\_\_\_\_  
Joint holder 1

Sign: \_\_\_\_\_  
Joint holder 2

Sign: \_\_\_\_\_  
Joint holder 3