

Bhatkawa Tea Industries Limited

CIN – L01132WB1911PLC002077

Registered Office: Nicco House, 6th Floor, 2, Hare Street, Kolkata-700 001
Phone: 22489916 / 5422; E-mail: contact@bhatkawa.com; Website: www.bhatkawatea.com

UPDATION OF BANK AND OTHER DETAILS

The Securities and Exchange Board of India (“SEBI”) has made it mandatory for all companies to use the bank account details furnished by the Depositories and the bank account details maintained by the Registrar and Transfer Agents for payment of dividend to Members electronically. The Company has extended the facility of electronic credit of dividend directly to the respective bank accounts of the Member(s) through the Electronic Clearing Service (ECS)/National Electronic Clearing Service (NECS)/National Electronic Fund Transfer (NEFT)/ Real Time Gross Settlement (RTGS)/Direct Credit, etc.

Accordingly, we request you to submit / update your bank account details with your Depository Participant, in case you are holding shares in the electronic form. In case your shareholding is in the physical form, kindly download the ‘**Updation of Bank and other details**’ form available at the website and send the same duly signed by the first shareholder, along with a cancelled cheque leaf with your name and bank account details and a copy of your PAN card, duly self-attested, to the Company’s RTA, M/s. S K Infosolutions Pvt. Ltd, at their address: D/42, Katju Nagar, Ground Floor, Jadavpur, Kolkata – 700 032

This will facilitate receipt of dividend directly into your bank account. In case the cancelled cheque leaf does not bear your name, please attach a copy of the bank pass-book statement, duly self-attested. We also request you to register your email IDs and mobile numbers with the Company using the same form (above referred).

In case of any queries kindly contact company email: contact@bhatkawa.com or the RTA M/s. S. K. Infosolutions Pvt. Ltd. at their email: skcdilip@gmail.com.

We request your cooperation in this regard.

Thanking You.

Yours Faithfully,
For **Bhatkawa Tea Industries Limited**

Sd/-
Dharini Mehta
Company Secretary and Compliance Officer

Note: Please mention DP ID/ CL ID or Folio number in all future communication

To

M/s. S. K.Infosolutions Pvt. Ltd.
(Unit: Bhatkawa Tea Industries Limited)
D/42 Katju Nagar,Ground ,Floor
Jadavpur
Kolkata- 700 032

Date:

Sub.: NACH (National Automated Clearing House) Mandate Form

With reference to your letter No.dated....., I hereby submit the required details with documents for making payment of Dividend through NACH (National Automated Clearing House) Mandate and request to update my record in the register of members of the company:

NACH (National Automated Clearing House) Mandate

Name of The Company	
Folio /Account No.	
Name of the first holder (in Block Letters)	
No. of shares held	
Bank Name	
Bank Branch, Address& Phone No.	
Bank Account No.	
Account Type: SB / CA	
9-digit MICR code	
IFSC code	
Email ID of Shareholder, if any	
Mobile No.	
PAN (enclose self-attested photocopy of the Pan Card)	
Cancelled cheque (with name printed on the cheque leaf)	

I agree to avail the NACH facility extended by RRBI with respect to payment of dividend to me by the company.

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or effected at all for any reasons beyond the control of the company / its' Registrar & Share Transfer Agents, I would not hold them responsible.

Yours faithfully,

Signature of first holder

Signature of second holder (if any)

Signature of third holder (if any)

*** Please note signature should be attested by Notary or nationalized bank under his /her seal and their name and other details must be mentioned***