



CIN : L17112WB1972PLC028631  
Regd. Office : 64, Bright Street, Kolkata - 700 019, Ph.:033 2283 2329  
Email: jjemail@vsnl.com, Website: www.jjexporters.com

Ref. JJE PAN/BD/2018

Date :

Shareholder's Name :

Address :

Folio No. :

Dear Shareholder(s)

**Sub : Request for submission of PAN Card / Bank details, updation of shareholders details and information about mandatory dematerialization for transfer of securities**

We invite your attention to the Guidelines issued by SEBI vide Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018. As per the said guidelines, SEBI had directed all the Companies to make payment of dividend to the Shareholders through approved electronic mode, update the bank details and obtain the copies of PAN Card of all the shareholders, which have not been registered with the Company.

In view of above:

Where shares are held in physical form:

You are requested to please send enclosed form duly filled in and signed along with copy of PAN card (s) (self-attested) and original cancelled Cheque leaf/attested bank passbook showing the name of 1st Shareholder directly to M/s MCS Share Transfer Agent Limited, 12/1/5, Mohohar Pukur Road, Kolkata – 700 026, our Registrar & Share Transfer Agent.

Where shares are held in dematerialized form :

Please visit /contact your Depository Participant (DP) and update your PAN and Bank details immediately.

Residents of Sikkim may send a valid identity proof issued by the Government instead of the PAN Card. You are required to provide your PAN and Bank details to our Registrar & share Transfer Agent / Depository Participant within 21 days from the date of this letter. Please also provide your Email ID, Phone/ Mobile number enabling us to communicate by electronic means for prompt and hassle-free communication.

We would further like to bring to your kind attention, the following:-

**Dematerialization of Shares**

You would kindly appreciate that in line with “green initiative” by government which encourages paperless holding, the safest possible way to hold shares is in dematerialized form. In case of physical holding, there could be a chance of loss of share certificate, mutilation thereof resulting in compliance on your part, with lengthy procedural formalities in order to get the share certificates restored. Besides, if you want to pledge shares, the holding must be in demat mode. Further as per SEBI notification No SEBI/LAD-NRO/GN/2018/24 dated 8th June 2018 and BSE Circular No. LIST/COMP/15/2018-19 dated July 05, 2018 no sale or purchase except in case of transmission or transposition of securities will be allowed in physical form w.e.f 180 days from the date of publication of the said notification in the official gazette. Therefore, we would like to suggest to you to kindly convert your shares of face value of Rs.10/- each from physical mode to demat mode as it will be beneficial to you. In case you do not have any demat account, you may contact your nearest Depository Participant (DP) who will guide you in opening the same. Conversion of physical shares to dematerialized shares is a simple process.

Your kind co-operation in this matter is solicited.

Yours faithfully

For JJ Exporters Limited

Sd/-

Shruti Murarka

Company Secretary

Encl : As above

This is a Computer generated letter and does not require any signature.