



TATA CHEMICALS LIMITED

CIN: L24239MH1939PLC002893

Registered Office: Bombay House, 24 Homi Mody Street, Fort, Mumbai - 400 001

Tel. No.: +91 22 6665 8282 Fax No.: +91 22 6665 8144

Email: investors@tatachemicals.com Website: www.tatachemicals.com

IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

Date: July 14, 2018

Dear Shareholder(s),

Sub.: Updation of PAN & Bank account details and Dematerialisation of shares

A. Mandatory updation of PAN & Bank account details

The Securities and Exchange Board of India („SEBI“) vide its circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 („the Circular“) has issued guidelines for strengthening and raising industry standards for Registrar and Share Transfer Agents, Issuer Companies and Banker to an Issue.

The Circular, *inter alia*, requires the Company to take special efforts to update the PAN and Bank account details of security holders holding securities in physical form who have not updated their PAN and Bank account details.

As per the records maintained with the Company’s Registrar & Share Transfer Agents, TSR Darashaw Limited (“TSRD”), we note that your folio needs to be updated with PAN and complete Bank account details.

Accordingly, you are requested to furnish PAN and Bank account details by submitting the following documents to TSRDL on or before **August 8, 2018**:

- **Enclosed form duly filled in and signed by the sole/first holder**
- **Self-attested copy of PAN Card of all the joint holders**
- **Cancelled cheque leaf in original bearing name of the first holder**
 - **If name is not printed on the cheque leaf, you are required to submit:**
 - (i) **bank attested copy of the first page of Bank pass book/statement; and (ii) cancelled cheque leaf in original**

B. Dematerialisation of shares

The amendment to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 notified on June 8, 2018 has mandated the transfer of securities only in dematerialised form effective December 5, 2018. We note that your holding in the Company is in physical form. Hence, it would be in your interest to take necessary steps to dematerialise your shares through your Depository Participant and hold them in Electronic Form.

The FAQs on dematerialisation of shares are given overleaf for your information.

In case of any queries in this regard, you may contact our Registrar & Share Transfer Agents at:

TSR Darashaw Limited

Unit: **Tata Chemicals Limited**

6 – 10, 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: csg-unit@tsrdarashaw.com website: www.tsrdarashaw.com

Thanking you,

For **Tata Chemicals Limited**

Sd/-

Rajiv Chandan

General Counsel & Company Secretary

Encl.: as above

Frequently asked questions on Dematerialisation/Rematerialisation

A. What are the benefits of Dematerialisation of shares?

Shares held in DEMAT form have several advantages and helps eliminate many problems that investors have to face while dealing with securities. They minimise paperwork that is involved with the ownership, trading, and transfer of securities. It facilitates faster transactions and makes trade of securities extremely convenient. There are a wide range of advantages associated with a DEMAT account such as:-

- a. The risks pertaining to physical certificates like loss, theft, forgery and damage are eliminated completely with a DEMAT account.
- b. The lack of paperwork enables quicker transactions and higher efficiency in trading including immediate transfer of shares and faster settlement cycle.
- c. Ease in portfolio monitoring
- d. The shares that are created through mergers and consolidation of companies are credited automatically in the DEMAT account.
- e. There is no need to pay stamp duty on transfer of securities thereby bringing down the cost of transaction significantly.

B. How do I open an account with a Depository and will I be periodically informed about the movement in my electronic account?

You may open an account with a depository participant („DP“) of your choice. As an investor you will interact with National Securities Depository Limited (NSDL) or Central Depository Services Limited (CDSL) through your Depository Participant. Your DP will allot you an account number which will serve as a reference for all your future dealings with them.

Your DP will update your account after each transaction, and would periodically furnish you with a statement of holding. You may verify this with them at the time of opening your electronic account.

C. How do I convert my paper/physical certificates into an electronic holding? [Dematerialisation]

To dematerialise your holding, you should first have an account with a DP of your choice. You may then hand over to your DP, the certificates along with the 'Dematerialisation Request Form' (DRF). Only the securities registered in your name can be submitted for dematerialisation. Your DP will then send the DRF and the certificates to the Registrar and Share Transfer Agents of the Company, TSR Darashaw Limited („TSRD“) and an electronic request will also be sent through the NSDL/CDSL network reconfirming the same. TSRDL will verify the documents and if found in order, the dematerialisation request will be confirmed to NSDL/CDSL who will in turn inform your DP. In the books of the Company, your folio with TSRDL will be debited and the account of NSDL/CDSL will be credited in respect of such dematerialised securities. NSDL/CDSL in their electronic records will credit the account of your DP who will then credit your account with the number of securities that have been dematerialised and the securities will thereafter be held in electronic form. This process would take approximately 15-20 days.

D. Will I continue to receive corporate benefits?

All the corporate benefits such as dividend, interest, bonus shares, rights shares will be issued by TSRDL to the beneficial owners i.e. the accountholders who hold the securities in electronic form. The dividend/interest amounts as and when declared/issued will be sent to you/your bankers directly. The entitlement of rights and bonus shares/debentures wherever applicable, will be credited to the beneficiaries accounts as per the investors' option and the terms of the issue.

E. How do I trade (buy/sell) in electronic form?

You may buy and sell securities in electronic form through the depository by co-ordinating with your broker and your DP. Such transactions would be simpler and faster. Payments for such transactions would be made in the same way as is done for physical certificates. Securities purchased in electronic form are credited to your account on the very next day of payout with no formalities of filling transfer deeds or applying to the Company for registration.

Such transactions are not routed through the Company and the debit/credit takes place directly in the Depository System. However, corporate benefits would be paid to the person holding such securities on the Record date/Book closure date as applicable.

F. How can I reconvert my electronic holding into paper/physical form? [Rematerialisation]

As per the existing guidelines, an investor can choose to reconvert his electronic holding into physical form at any time through his DP. On receipt of the rematerialisation request along with the 'Remat Request Form' (RRF) the Company will issue fresh certificates.

Please return this form
by **August 8, 2018**

Folio No.: _____
Name of Sole/First Shareholder: _____
Address: _____

To,
TSR Darashaw Limited
Unit : Tata Chemicals Limited
6-10, Haji Moosa Patrawala Industrial Estate,
20, Dr. E. Moses Road, Near Famous Studio, Mahalaxmi, Mumbai 400 011

Dear Sir/Madam,

Re: Registration of PAN and Bank account details as per SEBI Circular dated April 20, 2018

I/We refer to your letter dated July 14, 2018 and request you to kindly update my/our PAN, Bank details and Contact Details for future communications and records. I enclose the supporting documents to enable you to verify and update the details.

| | Name | Permanent Account Number (PAN) | | | | | | | | | |
|------------------------|------|--------------------------------|--|--|--|--|--|--|--|--|--|
| First/Sole Shareholder | | | | | | | | | | | |
| First Joint Holder | | | | | | | | | | | |
| Second Joint Holder | | | | | | | | | | | |
| Third Joint Holder | | | | | | | | | | | |

| BANK ACCOUNT DETAILS (for electronic credit of unpaid dividends and all future dividends) | | | | | | | | | | | | |
|---|--------|--|--|---------|--|--|--|---------|--|--|--|--|
| Name of the Bank | | | | | | | | | | | | |
| Branch Name & Address | | | | | | | | | | | | |
| Bank A/c type (tick whichever is applicable) | Saving | | | Current | | | | NRE/NRO | | | | |
| | | | | | | | | | | | | |
| Bank A/c No. | | | | | | | | | | | | |
| MICR Code No.(9 digit) | | | | | | | | | | | | |
| Banker's IFSC Code No. (11 digit) | | | | | | | | | | | | |

| Contact Details | |
|--|--|
| Email Id | |
| Telephone No./Mobile No. | |
| CIN/Registration No. (Applicable to Corporate Shareholders) | |

Following documents are enclosed herewith:

- Self-attested copy of PAN Card of all the holders
- Cancelled cheque leaf in original bearing name of the first holder

OR

Bank attested copy of the first page of Bank pass book/statement and cancelled cheque leaf (if name is not printed on the cheque leaf)

I/We hereby declare that the particulars furnished by me/us in this letter are correct and complete. If the transactions are delayed because of incomplete or incorrect information, I/we would not hold the Company/Registrar and Transfer Agents 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 by you till I/we hold the securities under the folio no. mentioned above.

Signature of sole/first holder: _____

Place: _____

Date : _____