

# R&D Infotech Private Limited

CIN:U72200WB1997PTC084977

Registered Office: 7A, Beltala Road, 1st Floor, Kolkata - 700026 || Telephone No.: (033) 24192641 || Fax No.: (033) 24192642

E-mail: rd.infotech@vsnl.net || Website: www.rdinfotech.org

Ref.: R&D/WSL/PAN/COMQ-1/3

August 31, 2018

Sole/First Holder :

Folio No.:

No. of Shares held :

Dear Shareholder(s),

- Sub: **A) Updation of Bank Account details, Permanent Account Number (PAN)**  
**B) Compulsory Dematerialization of Securities**

We would like to draw your attention to the Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 issued by the Securities and Exchange Board of India (SEBI) advising shareholders to update the details of their Bank Account and PAN. In this respect you are requested to prepare and submit a letter addressed to us or to the Share Department of **WEBSOL ENERGY SYSTEM LIMITED** In your said letter please mention the above noted reference number. The letter should be signed by the registered shareholder(s) as per specimen signature(s) recorded with us containing the information and documents as follows:

#### Details of Bank Account of the Sole / First Shareholder and PAN:

Name of the Bank :

Name of the Branch :

Branch Code :

[9 Digits Code Number appearing on the MICR band of the cheque supplied by the Bank]

Account Type : Savings / Current / Cash Credit

Account Number :

IFSC Code :

PAN of Sole / First holder :

PAN of Joint holder(s) :

[Please attach 1) a copy of original cancelled cheque leaf of the bank account bearing the name of sole / first holder or failing which copy of Bank passbook / statement showing the name of account holder duly attested by the bank not more than one month old and 2) self-attested copy of PAN card of the registered shareholder(s), i.e., including joint holders, if any.]

In case you are receiving dividend directly in your Bank account through ECS, please provide self-attested copy of PAN card only. **For securities held in demat / electronic mode, please update correct details of Bank account and PAN with your Depository Participant (DP) immediately.** We would also request you to update your E-mail ID and Mobile Number for a speedy and hassle-free electronic communication.

We would further inform you that pursuant to SEBI Circular No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository with effect from December 4, 2018. It is therefore requested to take immediate action to dematerialize the shares held in physical mode since the shares of **WEBSOL ENERGY SYSTEM LIMITED** compulsorily traded under demat mode.

In case you require any query / clarification, please contact us / **WEBSOL ENERGY SYSTEM LIMITED** at the following contact details:

#### WEBSOL ENERGY SYSTEM LIMITED

Registered Office – 48, Pramatha Choudhury Sarani,  
Plot 849, Block P, New Alipore, Kolkata - 700 053  
Phone : +91 33 2400 0419, Fax : +91 33 2400 0375  
Email : investors@webelsolar.com

#### R&D INFOTECH PRIVATE LIMITED (RTA)

Unit: WEBSOL ENERGY SYSTEM LIMITED  
7A, Beltala Road, 1st Floor, Kolkata-700026  
Telephone: (033) 24192641; Fax: (033) 24192642  
E-mail: info@rdinfotech.net/rdinfo.investors@gmail.com

Thanking you.

Yours faithfully,

For **R&D INFOTECH PVT.LTD.**

**RATAN KUMAR MISHRA**

Chief Executive Officer