

**THIS COMMUNICATION REQUIRES YOUR IMMEDIATE ACTION**

September 28, 2018

Dear Members,

**Unit: Tata Motors Limited****Sub.: [A] Mandatory updation of PAN details against your folio number; and  
[B] Dematerialisation of Securities****[A] Mandatory updation of PAN details against your folio number**

Pursuant to the Securities and Exchange Board of India ('SEBI') Circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 and SEBI/HO/MIRSD/DOS3/ CIR/P/2018/115 dated July 16, 2018 (SEBI Circulars), members whose folios do not have or have incomplete details of PAN and/or Bank Account, are required to compulsorily furnish these details for updating the same against their folio number. **As per our records, your folio needs to be updated with the PAN details so that the investments held by you will be fully protected with proper KYC compliance.**

Accordingly, you are requested to furnish your PAN details on the reverse of this letter, **latest by October 20, 2018** alongwith documents required to be attached thereto.

As directed by SEBI, in case of failure to register PAN details as aforesaid, any transaction in the securities of the Company shall be subject to enhanced due diligence by the Company/ RTA, as may be prescribed.

**[B] Dematerialisation of Securities**

SEBI vide its notification dated June 8, 2018 amended SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, which mandates that transfer of securities shall be in dematerialised form only with effect from December 5, 2018.

As per our records, we note that you are holding shares of Tata Motors Limited in physical form. **Given the change in regulations, we advise you to initiate steps to dematerialise your shares.**

For your convenience, we have provided certain FAQs. The same are annexed hereto.

We request you to take immediate action in respect of both the above.

Thanking you,

Yours faithfully,

**For TSR DARASHAW LIMITED**

(Investor Service Section)

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Please return this form  
by October 20, 2018

To,  
TSR Darashaw Limited  
6-10, Haji Moosa Patrawala Industrial Estate,  
20, Dr. E. Moses Road, Near Famous Studio, Mahalaxmi, Mumbai – 400011.

Dear Sirs,

**Unit: Tata Motors Limited**  
**Re: Registration of Permanent Account Number details as per the SEBI Circulars**

I/We refer to the SEBI circulars and request you to kindly update my/ our PAN details and contact details for future communication and records. I/We enclose the required supporting documents to enable you to verify and update the details:

	NAME OF THE SHAREHOLDERS	PAN *									
First Holder											
Joint Holder 1											
Joint Holder 2											
Joint Holder 3											

Copies of legible self-attested PAN cards are enclosed to enable verification.  
(In case the shareholder is a resident of Sikkim, the shareholder is required to submit a valid Identity proof issued by the Government of Sikkim.)

CONTACT DETAILS	
Mobile No:	E-mail ID :
Tel No : (with STD code)	

I / We hereby state that the above mentioned details are true and correct and we give you consent to update the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my / our signature(s) to it. I / we shall not hold the Company / Registrar and Transfer Agents responsible for any transactions being unsuccessful due to technical reasons.

**Signature(s) of the Registered Shareholders**

1. \_\_\_\_\_

Place : \_\_\_\_\_

2. \_\_\_\_\_

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

3. \_\_\_\_\_

**Note:** The above details will not be updated if the supporting documents are not attached duly signed by all the holders/ attested by Notary/ Bank Manger as the case may be.

## Annexure

### Frequently asked questions on Dematerialisation

#### **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.
- f. Transaction costs are significantly lower in dematerialised securities as compared to transactions in physical mode.

#### **B. How do I open an account with a Depository Participant 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 (India) Limited (CDSL) through your DP. 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 will periodically furnish you with a statement of holding. You may verify this with them at the time of opening your electronic account. The DP normally charges a custody fee based on the terms and conditions whilst opening the account.

#### **C. How do I convert my paper/physical certificates into an electronic holding [Dematerialised form]?**

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 dematerialization. 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 dematerialization 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 the Company 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 beneficiary's 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 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 in his DP account in case of securities and the Bank account linked to the DP account in case of dividend, etc. on the Record Date/Book Closure date as applicable.

#### **F. What if I continue to hold shares in physical form after December 5, 2018?**

You may please note that in case you fail to convert your physical holdings in dematerialised form before December 5, 2018, you will not be allowed to transfer your securities thereafter, unless they are dematerialised.