

Subject: - First reminder for Updating the KYC details and intimation to dematerialise physical securities.

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April 2018 by which it has directed all the listed companies to record the PAN of all the shareholders and **Bank Account details** of registered shareholder. We request you to submit the relevant documents by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the KYC form **within 21 days from the date of this letter.**

Kindly refer the list of supporting documents to be submitted for updating your KYC details as per the table printed overleaf.

Sr.No	REQUEST TO BE UPDATED	SUPPORTING DOCUMENTS
A	PAN	<ul style="list-style-type: none"><li>Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)</li></ul>
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none"><li>Self- attested legible copy of address proof. Any 1 from, a. Utility bill (not older than 3 months) b. Aadhaar Card c. Passport.</li><li>Original cancelled cheque leaf of registered shareholder</li><li>Legible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent <b>(If shareholders' name is not printed on chq leaf)</b></li></ul>
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none"><li>Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- *</li><li>Format for signature verification *</li><li>Original cancelled cheque leaf</li><li>Legible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent <b>(If shareholders' name is not printed on chq leaf)</b></li></ul>
D	EMAIL ID	<ul style="list-style-type: none"><li>To be mentioned in KYC form</li></ul>
E	MOBILE NO.	<ul style="list-style-type: none"><li>To be mentioned in KYC form</li></ul>
F	NOMINATION	<ul style="list-style-type: none"><li>Nomination Registration form *</li></ul>

**Note:** -1.\* The relevant formats are available on our website [www.linkintime.co.in](http://www.linkintime.co.in) → Resources→ Downloads→ General→ Formats for KYC.

2. Single copy of document is sufficient for updating multiple requests.

Further as per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08<sup>th</sup> June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05<sup>th</sup> July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09<sup>th</sup> July, 2018 shareholders are advised to **dematerialise their physical securities** since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be permitted from 05<sup>th</sup> December 2018.

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Yours faithfully,  
For Link Intime India Pvt Ltd  
Sd/-  
Authorised Signatory

Advanced Enzyme Technologies Ltd  
A Wing, Sun Magnetics, 5th Floor  
Accordable Galaxy, LIC Service Road,  
L. B. S. Marg, Vikhroli (W) - 400 634.



*This is a computer generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities then please do not submit the documents again.*

**Brief procedure for the shareholders of the Company for getting physical shares dematerialized is as follows:-**

- 1) Open a demat account with a Depository Participant (DP). In case you already have demat account, you can directly follow the steps as mentioned from point (2) below.
- 2) Submit Dematerialization Request Form (DRF) alongwith original share certificate(s) & other documents, if any required, to your DP
- 3) DP will process the DRF & will generate a Dematerialisation Request Number
- 4) DP will submit DRF & original share certificates to the Company's Registrar & Transfer Agent , Link Intime India Private Limited
- 5) RTA will process the DRF and confirm or reject the request to DP / Depositories
- 6) On confirmation, the shareholder will get credit in his/her demat account of shares equivalent to the number of shares for which the shareholder was holding physical share certificates

\*\*\*\*\*