SHREE DIGVIJAY CEMENT COMPANY LIMITED

CIN: L26940GJ1944PLC000749

Registered Office: DIGVIJAYGRAM 361 140 Via: Jamnagar, Gujarat

Phone: 0288 2344275; **Fax:** 0288 2344092; **Email:** investors.sdccl@vcimentos.com ; **Website:** www.digvijaycement.com

Date: 20th December, 2018

To,

Serial No. / Folio No.
Name
Add1
Add2
Add3
Add4
City
Pin

Sub: - 1. **Request for submission of your Copy of PAN Card, Bank details & Email ID**
2. **Dematerialization of Equity Shares**
3. **Claim of un-exchanged / unclaimed share certificates and transfer of said shares to Unclaimed Suspense Account.**

Dear Shareholders,

Purpose of this letter is to request you to update your info, and to take certain steps in order to comply with the applicable laws and to take care of your interest as a shareholder of the Company. Detailed of which are as follows:

1) Submission of your Copy of PAN Card, Bank details & Email ID:

We would like to inform you that the Securities Exchange Board of India ("SEBI") vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018 has mandated all Listed Companies are required to update the PAN and Bank Account details of all the shareholders holding shares in physical form.

We observed from our records that you are holding shares of Shree Digvijay Cement Company Limited in physical form and further your PAN and Bank Account details have not been updated in your folio. Hence, we request you to kindly send us on immediate basis , the enclosed form (Annexure 'A') duly filled and signed (including joint holders ,if any) at your end along with other below mentioned documents **within 21 days** from the date of this letter to the Company's Registrar and Share Transfer Agent (RTA), Link Intime India Pvt. Limited. So that we can update relevant records at our end:-

(1) The form which has been provided to you along with this letter , duly filled in and signed by all the Shareholders

(2) Self -attested copy of PAN Card including the Joint Holders. In case of resident of Sikkim, the requirement of PAN Card can be substituted with the valid Identity proof issued by Government.

(3) Original cancelled cheque leaf bearing the name of Sole/first named Shareholder (or) attested copy of Bank Passbook / Statement (not older than 3 months).

You are requested to provide us your valid Email ID and Phone /Mobile Number for our records so that we can send to you various communications by Electronic means in accordance with various circulars issued by the Ministry of Corporate Affairs from time to time.

SHREE DIGVIJAY CEMENT COMPANY LIMITED

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REMINDER -1

IMPORTANT & URGENT FOR YOUR IMMIEDIATE ACTION

Serial No. / Folio No. Date: 10th January, 2019

«NAM1»
«ADD1»
«ADD2»
«ADD3»
«CITY» «PNCD»

Sub: - Reminder for:

1. Updation of PAN and Bank Details

2. Dematerialization of Equity Shares

3. Claim of un-exchanged / unclaimed share certificates and transfer of said shares to Unclaimed Suspense Account.

Dear Shareholders,

We draw your kind attention to our earlier letter dated 20th December, 2018 requesting you to complete certain actions as under:

1) Mandatory Updation of PAN & Bank Account Details

As per Securities Exchange Board of India ("SEBI") Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018 (the Circular) all listed Companies are required to update the PAN and Bank Account details of their security holders holding shares in physical form who have not updated their PAN and Bank Account details.

In case you have not updated your PAN and complete Bank Account details, we once again remind you to furnish PAN and Bank Account details by submitting the following documents along with duly filled form **within 10 days** from the date of this letter to the Company's Registrar and Share Transfer Agent (RTA) – **Link Intime India Pvt. Ltd.**

(1) Enclosed Form duly filled in and signed by the sole/ first shareholder
(2) Self -attested legible copy of PAN Card of all the joint-holders
(3) Cancelled cheque leaf in original bearing the name of Sole/first named Shareholder (or) attested copy of Bank Passbook / Statement (not older than 3 months).

2) Dematerialization of Equity Shares:

SEBI notification SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 & BSE Circular No. LIST/CMPL/15/2018-19 dated July 5, 2018 and Press Release (PR No. 49 dated 3rd December 2018) mandated that all the transfer of Securities would take place only in the dematerialized form with the Depositories (except in case of transmission or transposition of securities). Any investor who is desirous of transferring shares (which are held in physical form) with effect from 1st April, 2019, can do so only after the shares are dematerialized.

In case you have not yet dematerialized your physical share certificate in electronic form, through your Depository Participant(DP), we once again remind you to do immediately.

3) Claim of un-exchanged / unclaimed share certificates and transfer of said shares to Unclaimed Suspense Account:

We further draw your attention to aforesaid letter dated 20th December 2018 requesting you to claim of un-exchanged /unclaimed share certificates and transfer of said shares to Unclaimed Suspense Account. As per Regulation 39(4) of the Listing Regulations inter alia requires every listed company to comply with certain procedures in respect of shares issued by it in physical form pursuant to public issue or any other issue and which remained unclaimed for any reason whatsoever.

The Company has in the year 1995, subdivided one equity share having face value of Rs. 100 into 10 equity shares of Rs.10 each.

In case you have not claimed the unclaimed share certificates lying with the Company for any other valid reason or still not exchanged the old share certificates of Rs.100/-face value into share certificates of Rs.10/- face value, we once again remind you to claim the unclaimed share certificate or surrender the old share certificate for exchange.

Failing above, the unclaimed shares lying in physical form with the Company, if any, shall be transferred to "Unclaimed Suspense Account" to be created for the purpose

In case of any queries in this regard, you may contact our Registrar and Transfer Agent (RTA) at :

Link Intime India Pvt.Ltd.
C-201, 247 Park, LBS Marg,
Vikhroli (W), Mumbai-400083
Ph. No.: 022-4918 6000, Fax No. 022-4918 6060
Email: rnt.helpdesk@linkintime.co.in , Website: www.linkintime.co.in

Thanking you,

Yours faithfully,
For Shree Digvijay Cement Co. Ltd.
SD/-
Suresh Meher
AVP (Legal) & Company Secretary

Encl: as above

SHREE DIGVIJAY CEMENT COMPANY LIMITED
CIN: L26940GJ1944PLC000749
Registered Office: DIGVIJAYGRAM 361 140 Via: Jamnagar, Gujarat
Phone: 0288 2344275; **Fax:** 0288 2344092
Email: investors.sdccl@vcimentos.com ; **Website:** www.digvijaycement.com

2ND & FINAL REMINDER
IMPORTANT & URGENT FOR YOUR IMMIEDIATE ACTION

Serial No.: / Folio No.: Date: 25th January, 2019

NAME1
ADD1
ADD2
ADD3
CITY PIN

Sub: - Reminder for:
1. Updation of PAN and Bank Details
2. Dematerialization of Equity Shares
3. Claim of un-exchanged / unclaimed share certificates and transfer of said shares to Unclaimed Suspense Account.

Dear Shareholders,

We draw your kind attention to our earlier letters dated 20th December, 2018, sent by Speed /Registered Post and subsequent reminder letter dated 10th January ,2019 requesting you to complete certain actions as under:

1) Mandatory Updation of PAN & Bank Account Details
As per Securities Exchange Board of India ("SEBI") Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018 (the Circular) all listed Companies are required to update the PAN and Bank Account details of their security holders holding shares in physical form who have not updated their PAN and Bank Account details.

In case you have not updated your PAN and complete Bank Account details, we once again remind you to furnish PAN and Bank Account details by submitting the following documents along with duly filled form **within 10 days** from the date of this letter to the Company's Registrar and Share Transfer Agent (RTA) – **Link Intime India Pvt. Ltd.**

(1) Enclosed Form duly filled in and signed by the sole/ first shareholder
(2) Self -attested legible copy of PAN Card of all the joint-holders
(3) Cancelled cheque leaf in original bearing the name of Sole/first named Shareholder (or) attested copy of Bank Passbook / Statement (not older than 3 months).

2) Dematerialization of Equity Shares:
SEBI notification SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 & BSE Circular No. LIST/CMPL/15/2018-19 dated July 5, 2018 and Press Release (PR No. 49 dated 3rd December 2018) mandated that all the transfer of Securities would take place only in the dematerialized form with the Depositories (except in case of transmission or transposition of securities). Any investor who is desirous of transferring shares (which are held in physical form) with effect from 1st April, 2019, can do so only after the shares are dematerialized.

In case you have not yet dematerialized your physical share certificate in electronic form, through your Depository Participant(DP), we once again remind you to do the immediately.

3) Claim of un-exchanged / unclaimed share certificates and transfer of said shares to Unclaimed Suspense Account:
We further draw your attention to aforesaid letters dated 20th December 2018 & 10th February 2019, requesting you to claim of un-exchanged /unclaimed share certificates and transfer of said shares to Unclaimed Suspense Account. As per Regulation 39(4) of the Listing Regulations inter alia requires every listed company to comply with certain procedures in respect of shares issued by it in physical form pursuant to public issue or any other issue and which remained unclaimed for any reason whatsoever.

The Company has in the year 1995, subdivided one equity share having face value of Rs. 100 into 10 equity shares of Rs.10 each.

In case you have not claimed the unclaimed share certificates lying with the Company for any other valid reason or still not exchanged the old share certificates of Rs.100/-face value into share certificates of Rs.10/- face value, we once again remind you to claim the unclaimed share certificate or surrender the old share certificate for exchange.

Failing above, the unclaimed shares lying in physical form with the Company, if any, shall be transferred to "Unclaimed Suspense Account" to be created for the purpose

In case of any queries in this regard, you may contact our Registrar and Transfer Agent (RTA) at :

Link Intime India Pvt.Ltd.
C-201, 247 Park, LBS Marg,
Vikhroli (W), Mumbai-400083
Ph. No.: 022-4918 6000, Fax No. 022-4918 6060
Email: rnt.helpdesk@linkintime.co.in , Website: www.linkintime.co.in

Thanking you,

Yours faithfully,
For Shree Digvijay Cement Co. Ltd.
SD/-
Suresh Meher
AVP (Legal) & Company Secretary

Encl: as above

2) Dematerialization of Equity Shares:

We would also like to inform you that the Securities Exchange Board of India ("SEBI") vide Gazette Notification dated 8th June, 2018 and Press Release (PR No. 49 dated 3rd December 2018) has amended Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that with effect from 1st April, 2019 transfer of securities would be carried out only in 'Dematerialized form' only.

However, this restriction shall not be applicable upon the request received for transmission or transposition of physical shares.

The steps involved in dematerializing shares are as follows:

1. Open a Demat Account with a Depository Participant(DP);
2. Submit Physical shares Certificate(s) to the DP along with a Demat Request Form(DRF);
3. DP would inform the Depository (NSDL or CDSL) regarding the Demat request
4. The DP would thereafter submit the Share Certificate(s) along with DRF to the Registrar Transfer Agent (RTA) of the Company;
5. The RTA would validate the documents and convey Acceptance /Rejection of the Demat request to the concerned Depository;
6. Upon successful dematerialization of the share(s) , the RTA could update the Register of Members;
7. The concerned Depository would also update its record and inform the DP;
8. The DP would then credit the share(s) into the demat Account of the Investor

3) Claim of un-exchanged / unclaimed share certificates and transfer of said shares to Unclaimed Suspense Account:

Regulation 39(4) of the Listing Regulations inter alia requires every listed company to comply with certain procedures in respect of shares issued by it in physical form pursuant to public issue or any other issue and which remained unclaimed for any reason whatsoever.

Company has in the year 1995, subdivided one equity share having face value of Rs. 100 into 10 equity shares of Rs. 10 each. Certain shareholders has not claimed or not exchanged their original shares, and therefore un-exchanged / unclaimed share certificates are still lying with the Company. We therefore remind you to please surrender the old physical Share Certificate of Rs. 100/- face value for exchange into share certificate of Rs. 10/- face value. Further, in case your share certificate is lying unclaimed with the Company for any other valid reason, you are requested to please write to the Company to deliver said share certificates. Failing above, the unclaimed shares and share certificates, lying in physical form with the Company shall be transferred to "Unclaimed Suspense Account" to be created for the purpose.

For any assistance, you may please feel free to communicate to the Registrar and Transfer Agent (RTA) at the below mentioned address:-

Link Intime India Pvt.Ltd.
C-201, 247 Park,
LBS Marg,
Vikhroli(W)
Mumbai-400083
Ph. No.: 022-4918 6000, Fax No. 022-4918 6060
Email: rnt.helpdesk@linkintime.co.in , Website: www.linkintime.co.in

Thanking you,

Yours faithfully,
For Shree Digvijay Cement Co. Ltd.
SD/-
Suresh Meher
AVP (Legal) & Company Secretary

Encl: as above

To,
Link Intime India Pvt.Ltd.
Unit: Shree Digvijay Cement Co. Ltd.
C-201,247 Park,
LBS Marg,
Vikhroli (W),
Mumbai- 400083

Dear Sir /Madam,

I/ We hereby request you to update my /our below mentioned details in your records with respect to the shareholding in **Shree Digvijay Cement Co. Ltd.**

Folio No.: ____________________________

Name of the First / Sole Holder:____

Bank's Name:____

Bank's Branch Name & Address:______________________________________
____

Account Number: _____________________________

Account Type (SB / Current):_________________

IFSC Code: ________________________ MICR Code _________________________________

Email ID: ______________________________ Phone No.______________________

Particulars	**Name of Shareholders**	**PAN**
First / Sole Holder		
1st Joint Shareholder		
2nd Joint Shareholder		

I /We hereby declare that the particulars given hereinabove are correct and complete.

	First Holder	Second Holder	Third Holder
Signature of Shareholder(s)	--------------------	------------------------	----------------------

Date:
Encl.:
1. Self-attested copy of PAN Card of all the shareholders in case of joint holding.
2. Original cancelled cheque/ Bank Passbook Statement attested by the Bank.