

Folio No:
Shareholder Name and Address:

Date: 24/10/2018

IMPORTANT & URGENT
FOR YOUR IMMEDIATE ACTION

Dear Member(s),

Sub.: 1. Request for dematerialization of shares i.e. conversion of physical holdings into Demat form
2. Updation of PAN and Bank account details against your holding; and
3. Request for updation of email Id

Ref: Ministry of Corporate Affairs (“MCA”) Notification G.S.R 853(E) dated September 10, 2018 and effective from October 02, 2018

Pursuant to the Notification G.S.R 853(E) dated September 10, 2018, the Ministry of Corporate Affairs (MCA) has mandated to hold securities in dematerialized mode for the purpose of effecting transfer of securities or subscribing to additional/ new securities, w.e.f. October 2, 2018. The Company, therefore recommends the members to open a demat account.

Holding of securities in demat form instead of physical form, eliminates bad delivery, saves stamp duty on transfers, ensures faster settlement, eases portfolio management and provides ‘on-line’ access through internet.

Accordingly, the member is hereby requested to convert their shares from physical to Demat form at the earliest, in order to comply with the above provisions.

Further, we would like to draw your kind attention to our earlier request for updation of your PAN, Bank and Contact details, Email Id vide Mandate Letter sent to your registered address along with the Annual Report of the Company for the Financial Year 2017-18. **We however observe that the aforesaid details have not been furnished by you so far, and consequently not registered/updated in the Company’s records.**

We once again request you to fill and complete the below mentioned documents / formalities and submit to the RTA immediately on receipt of this letter:

- Enclosed format duly filled in and signed by all the shareholders;
- Self-attested copy of PAN Card of all the holders. In case of residents of Sikkim, please provide valid Identity proof issued by Government;
- Original cancelled Cheque leaf with name (if name is not printed, self-attested copy of the pass book first page);
- Address proof.

Updation of email Id:

We further request the members to kindly update their email Ids to obtain faster, accurate and complete communications from the Company.

You are requested to revert back soonest possible with the required details but not later than twenty-one days from the date of this letter.

In case if you have any queries or need any assistance in this regard, please contact:

SCHNEIDER ELECTRIC PRESIDENT SYSTEMS LIMITED Regd. Office: 5C/1, KIADB Industrial Area, Attibele, Bengaluru-562107, Karnataka Phone:080 67888300	Universal Capital Securities Private Limited. UNIT: Schneider Electric President Systems Limited 21, Shakil Nivas, Mahakali Caves Road, Andheri (E) Mumbai 400 093, Phone: +91-22-28207203-05
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Please note that if you have already forwarded the updation form please ignore this point. Please follow the other point of this letter on dematerialization of shares.

Thanking you,
Yours faithfully,

For **Schneider Electric President Systems Limited**

Sd/-

(Priyanka Gupta)
Company Secretary

Encl: a/a