



THE HI-TECH GEARS LTD.

(Formerly Hi-Tech Gears Ltd.)
CIN – L29130RJ1986PLC004536

Corporate Office: Millennium Plaza, Tower-B, Sushant Lok-I, Gurugram-122002,
Haryana, (INDIA) Tel : +91(124) 4715100

To,
Shareholders/ Members of
The Hi-Tech Gears Limited

In Ref.: SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 Dated 20.04. 2018

Subject: Updation of PAN and Bank Account details with the Company records

Dear Sir/Madam,

With reference to the SEBI circular dated 20/04/2018, every listed Company has to update bank account details and PAN of all shareholders holding shares in physical form. In view of above, kindly send the following documents to us within 21 days from date of this letter, for necessary updation of records:

1. Duly filled and signed Request form (enclosed)
2. Copy of PAN card, including that of joint shareholders
3. An **original** cancelled cheque of 1st shareholder only (Name of 1st shareholder should be printed on cheque). In case name of shareholder is not printed on cheque leaf, kindly send photocopy of passbook or bank statement attested by banker alongwith cancelled cheque.
4. Copy of Share certificate (any one, both front and back side)

Your immediate action in this regard is highly solicited.

Thanking you,

For The Hi-Tech Gears Limited

Sd/-
S K Khatri
Company Secretary

www.thehitechgears.com

Head Office : C-41/B, Kalkaji, New Delhi – 110019 INDIA

Regd. Office & Works I : A -589, Industrial Complex, Bhiwadi-301019, Rajasthan INDIA Tel.: +91(01493) 665000

Works-II : Plot No. 24, 26, Sector – 7, IMT Manesar-122050 , Gurugram, Haryana INDIA Tel.:+91(124) 4715200

Works-III : Plot No. SP-146A, Industrial Complex, Bhiwadi-301019 Rajasthan INDIA

Subsidiaries: Teutech Industries Inc. 361, Speedvale Ave W. Guelph, ON N1H 1 C7, CANADA

Teutech LLC. 227, Barton St. Emporium. PA 15834, USA

Note: 1. Photo copy of cheque will not be accepted.

2. In case your registered address has changed, kindly send self attested photo-ID address proof of new address.
3. the aforesaid letter is also available on the website of the company i.e. <http://www.thehitechgears.com>

Important to be noted:

Pursuant to **SEBI Notification dated 08th June, 2018**, we hereby apprise you that w. e. f. 04.12.2018, transfer of securities shall not be processed unless securities are held in dematerialized form with a depository. In other words, request for transfer of shares held in physical form will not be processed w. e. f. 04.12.2018 and it shall be mandatory to demat the securities for getting the shares transferred.

Accordingly, all members holding shares in physical form are further advised to convert their shareholding **from Physical form to Demat form** with a Depository Participant of their choice. Holding share(s) in Demat form has following advantages:

1. Freedom from physical storage
2. Elimination of chances of theft, mutilation, defacement etc.
3. Easy to sell and realize sale proceeds and/or dividend in the bank account linked with the Depository.
4. Contribution to the 'Green Initiative'
5. To make any change in your particulars, you can make single request with your DP, which will be applicable to all companies in your demat account.
6. Demat account can be operated from anywhere in the world

Annexure I: Request Form

REQUEST FORM

Date:

To,
MAS SERVICES LIMITED
T-34, 2nd Floor
Okhla Industrial Area, Phase II
New Delhi - 110020

SUB: - UPDATION OF BANK DETAIL AND PAN DETAIL

UNIT:

FOLIO NO:

Dear Sir,

With reference to your letter regarding the captioned subject, please find below our bank and PAN detail for updating the same in company records:

A PAN of 1st shareholder

PAN of 2nd shareholder

PAN of 3rd shareholder

B Bank Details of 1st Shareholder:

Name of bank: _____

Branch address : _____

9 Digit MICR Code

Bank Account Number

11 Digit IFSC Code

Account type:(Please tick) Saving / Current account / cash credit

P.T.O.

C Other details:

EMAIL -ID:
(In block letters)

MOBILE No. /PHONE NO.:

D Please tick any one of the below:

- No change in our address:
- My new address as follows. Please change/update my address in your records. I am enclosing any two proofs: Driving license /Passport/Aadhar card/Voter Id card

New Address: (FILL IN BLOCK LETTERS)

Thanking you,

Yours truly,

<Signature of 1st Shareholder>
NAME

<Signature of 2nd Shareholder>
NAME

<Signature of 3rd Shareholder>
NAME

- Enclosures:**
1. Self attested Copy of PAN card, including that of joint shareholder(s)
 2. Original cancelled cheque of 1st shareholder (with name printed on it)
 3. Self attested Copy of photo-ID address proof (in case of change of address)