

# ASAL

Automotive Stampings and Assemblies Limited

CIN: L28932PN1990PLC016314

ASAL/SE/2018-19

November 1, 2018

The Executive Director,  
**BSE Limited**  
Corporate Relationship Department,  
1<sup>st</sup> Floor, New Trading Ring,  
Rotunda Bldg., P.J. Towers,  
Dalal Street, Mumbai 400 001

The Executive Director,  
**National Stock Exchange of India  
Ltd.**  
Exchange Plaza,  
Bandra (East),  
Mumbai 400 051

Scrip Code: **520119**

Scrip Code: **ASAL**

**Sub: Letter sent to the Shareholders holding shares in physical form**

Dear Sir / Madam,

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose the letters sent to the Shareholders, holding shares in physical form, on September 16, 2018 and October 22, 2018 (Reminder letter - 1) informing them to update their PAN and Bank Account details and to convert their shareholding in dematerialisation form.

You are requested to take the above on your records.

Thanking you,

Yours faithfully,  
For **Automotive Stampings and Assemblies Limited**



**Ashutosh Kulkarni**  
Company Secretary  
Encl: As above



Website: [www.autostampings.com](http://www.autostampings.com)

Regd Office: G-71/2, MIDC, Bhosari, Pune 411 026 (India) Tel: 020-6631 4318 Fax-020-6631 4343

Chakan: Gat No. 427, Medankarwadi, Chakan, Tal. Khed, Dist: Pune -410 501 Tel: 91 2135 679800-03

Halol: Survey No. 173, Village Khakharia, Taluka: Savali, Dist: Vadodara, Halol - 389 350, Gujarat Telefax: 91 2667 288042, 09377666122

Uttarakhand: Plot No. 71, Sector 11, Integrated Industrial Estate, Pantnagar, US Nagar 263153 State- Uttarakhand Tel: 91 05944250652

A **TATA** Enterprise



Link Intime India Pvt. Ltd  
CIN: U67190MH1999PTC118368  
C -101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083  
Tel: 022-49186270 Email: rnt.helpdesk@linkintime.co.in  
Website: www.linkintime.co.in

Unit: Automotive Stampings And Assemblies Limited

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, <b>a.</b> Utility bill (not older than 3 months) <b>b.</b> Aadhaar Card <b>c.</b> 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

***"This is a follow-up/reminder to our earlier letter. Please provide documents (marked "required" in the table given overleaf) which you may have omitted to send earlier. If you have not responded so far, do so now. Please ignore this letter if you have already complied".***

**KYC FORM**

To  
**Link Intime India Private Limited**  
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.  
 Unit \_\_\_\_\_ (Company name)

Date: \_\_\_/\_\_\_/\_\_\_\_  
 Folio No: \_\_\_\_\_  
 No of Shares: \_\_\_\_\_

Dear Sir Madam,

We refer to the current status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No. (E)	Nominee Details (F)
Aaa	Registered	Registered	Required	Required	Required	Required
Bbb	Registered	Not Applicable	Required	Not Applicable	Not Applicable	Not Applicable
Ccc	Registered	Not Applicable	Required	Not Applicable	Not Applicable	Not Applicable
Ddd	Registered	Not Applicable	Required	Not Applicable	Not Applicable	Not Applicable

Based on the above data, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the above table.

**A. For registering PAN of registered shareholder and joint shareholders**

Registered shareholder  Joint holder 1  Joint holder 2  Joint holder 3

**B For registering Bank details of registered shareholder only**

Aadhar/Passport/utility bill  Original cancelled cheque leaf  Bank Passbook/Bank Statement

**C For registering the Specimen Signature of registered shareholder and joint shareholders**

Affidavit  Banker verification  Original cancelled cheque leaf  Bank Passbook/Bank Statement

**D. For Updating the email id of registered shareholder only:**

**E. For updating Mobile No. of registered shareholder only:** \_\_\_\_\_

**F For registering the nominee details by the registered shareholder only:**

Form SH-13

**Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voter ID /Driving License/Passport or any other identity proof issued by Govt.**

I /We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it

Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_  
 Registered holder Joint holder 1 Joint holder 2 Joint holder 3

Postal barcode	Serial No :	Date of Printing
Mr/Ms/Mrs _____ (registered holder)		
_____ (Address 1)		
_____ (Address 2)		
_____ (Address 3)		
City _____	PIN _____	Unit _____ (Company name)

Subject: - **Updating the necessary KYC details of registered and/or joint holders holding shares in physical form.**

Dear Sir/Madam,

We refer to the SEBI Circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April 2018 & BSE Circular No LIST/COMP/15/2018-19 dated 5<sup>th</sup> July 2018 by which they have directed all the listed companies to record the PAN, Bank account details of all their shareholders and advise them to dematerialise their physical securities. Accordingly your Company has initiated steps for registering the PAN details (including joint holders if any) and the BANK ACCOUNT details of all the registered shareholders.

We would also like to register other KYC details such as email id, mobile number, specimen signature and nomination. Your present status of each of these requirements is provided in the KYC form. We request you to kindly fill in the details in the KYC form and forward the same along with all the supporting documents based on requirements considering the below mentioned points. Single copy of supporting document is sufficient for updating multiple subjects.

**A. For updating PAN of the registered and/or joint shareholders:**

- Self- attested legible copy of PAN card (exempted for Shareholders from Sikkim)

**B. For updating Bank Account details of the registered shareholder:**

**1. In cases wherein the original cancelled cheque leaf has the shareholder's name printed**

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.

OR

**2. In cases wherein the cancelled cheque leaf does NOT contain the shareholder's name printed on it**

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

**C. For updating the Specimen signatures of the registered and/or joint shareholders:**

- Affidavit duly notarised on non-judicial stamp paper of Rs. 100/- (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature- Affidavit for change of signature).
- Banker's verification (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature-format for signature verification)
- Original cancelled cheque containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.
- If the cancelled cheque leaf does not contain shareholder's name - legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same Bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

**D. For registering Email id of registered shareholder:** Email-id of the registered shareholder to be mentioned in the KYC form attached for all future communication in electronic mode (Go Green Initiative).

**E. For registering Mobile No. of registered shareholder:** Mobile no. of registered shareholder for future direct communication

**F. For registering Nominee by the registered shareholder (if any):** Nomination (Form SH-13) available on our website at [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Downloads-General- Nomination.

We request you to kindly forward KYC form duly filled in, along with copies of supporting documents for all the "Required" remarks within 21 days from the date of this letter.

As per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements mentioned above are not fulfilled.

Inclined to serve you with the best of our services!!

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

*This is a computer generated letter and hence no signature required.*

*Note: SEBI notification SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June, 2018 & BSE circular no. LIST/COMP/15/2018-19 dated 05<sup>th</sup> July, 2018 have stated that requests for effecting transfer of securities (except in case of transmission or transposition of securities) shall not be processed after 5<sup>th</sup> December 2018, unless the securities are held in the dematerialized form with the depositories. Hence you are requested to dematerialize your physical securities. (The above mentioned circulars are available on our website)*

KYC FORM

To  
**Linkintime India Private Limited**  
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.  
 Unit \_\_\_\_\_ (Company name)

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

Folio No: \_\_\_\_\_

No of Shares: \_\_\_\_\_

Dear Sir Madam,

Barcode with co code+ folio

We refer to the current KYC status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No. (E)	Nominee Details (F)
Aaa	Registered	Registered	Required	Required	Required	Required
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Ccc	Required	Not Applicable	Required	Not Applicable	Not Applicable	Not Applicable
Ddd	Required	Not Applicable	Required	Not Applicable	Not Applicable	Not Applicable

Based on the above data, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the above table).

**A For registering PAN of the registered and/or joint shareholders (as applicable)**

Registered shareholder  Joint holder  Joint holder 2  Joint holder 3 (self-attested copy for all Shareholders attached)

**B For registering Bank details of the registered shareholder**

Aadhar/Passport/utility bill  Original cancelled cheque leaf  Bank Passbook/Bank Statement

**C For registering the Specimen Signature of registered and/or joint shareholders (as applicable)**

Affidavit  Banker verification  Original cancelled cheque leaf  Bank Passbook/Bank Statement (for all Shareholders attached)

**D For Updating the email id**

**E : Mobile No**

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**F For registering the nominee details by the registered shareholder**

Form SH-13 (Nomination registration form attached)

**Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voters Card/Driving License/Passport or any other identity proof issued by Govt.**

I /We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it

Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_  
 Registered holder Joint holder 1 Joint holder 2 Joint holder 3

Postal barcode

  
 Mr/Ms/Mrs \_\_\_\_\_ (Registered holder)  
 \_\_\_\_\_ (Address 1)  
 \_\_\_\_\_ (Address 2)  
 \_\_\_\_\_ (Address 3)