



**MANAPPURAM FINANCE LIMITED**

**Regd Office: IV/470A(old) W638A(New), Manappuram House,  
Valapad, Thrissur, Kerala-680 567**

**Tel 0487- 3050100, 3050108 CIN: L65910KL1992PLC006623**

**E-Mail: cosecretary@manappuram.com Website: www.manappuram.com**

Date: 19-10-2020

Dear Sir/Madam,

**Sub: Request for PAN, email, phone and bank details.**

We wish to write this letter for the following purposes –

**1. Requirement of furnishing copy of your PAN Card and Form 15G / Form 15H any other document as prescribed under the Act to claim a lower/nil rate of tax**

Shareholders may note that the Income Tax Act 1961 (Act), as amended by the Finance Act 2020, mandates that dividends paid or distributed by a Company after April 1, 2020 shall be taxable in the hands of shareholders. The Company shall therefore be required to deduct tax at source (TDS) at the time of payment of dividend.

However, no tax shall be deducted in cases where shareholders submit Form 15H (applicable to individuals above 60 years of age)/15G subject to conditions specified in the Act. Resident shareholders may also submit any other document as prescribed under the Act to claim a lower/nil rate of tax. PAN is mandatory for shareholders submitting Form 15G / Form 15H or any other document as mentioned above. Please note that for being considered for any dividend declared in Financial year 2020-2021, the forms/documents need to reach the Registrars and Share Transfer Agents (RTA) on or before November 15, 2020.

Shareholders may also note that if the valid PAN is not updated with the Depository in respect of shares held in demat or with Company in respect of shares held in physical mode, the TDS will be deducted @ 20% and it may not be possible to claim the refund/credit of the TDS amount from the Income Tax Authorities.

**2. Requirement of furnishing your email ID and contact details.**

We urge members to receive the Company's communication through email. Members holding shares in demat mode, who have not registered their email addresses are requested to register their email addresses with their respective depository participants, and members holding shares in physical mode are requested to update their email addresses with the Company's RTA, S.K.D.C. Consultants Limited (e-mail:manappuram@skdc-consultants.com).

**3. Requirement of furnishing your bank details**

Due to the outbreak of Covid-19 globally, the delivery of physical dividend warrants by post may be delayed within India and abroad. Further, the validity of dividend warrants is for a period of 3 months from the date of issue. The shareholders may find it difficult to receive and encash the dividend warrants in time. In order to overcome such a situation, shareholders holding shares in physical mode, we request you to furnish your bank details along with the documentary proof so that the dividends if any declared, will be credited to your bank account.

Therefore, we request you to kindly fill up the attached form and send the scanned copy and supporting documents by email to manappuram@skdc-consultants.com or dispatch to our Registrars and Share Transfer Agents (RTA) in the address given in the bank mandate form. If shares are held by you in demat mode and are receiving dividend warrants, please update your bank details with your depository participant.

Wishing you a safe stay.

Thanking You,

Yours faithfully,

for **MANAPPURAM FINANCE LIMITED**

(Sd/-) Manoj Kumar V.R.

Company Secretary & Compliance Officer

