



BLUE DART EXPRESS LIMITED

Registered Office: Blue Dart Centre, Sahar Airport Road, Andheri (East), Mumbai 400 099

Phone: +91-22-2839 6444 | Fax: +91-22-2824 4131 | CIN: L61074MH1991PLC061074

Website: www.bluedart.com | Email: communications@bluedart.com

Sr. No. / Folio No. :

02nd November, 2018

Name

Address

**IMPORTANT & URGENT
FOR YOUR IMMEDIATE ACTION**

Dear Shareholder(s),

Sub.: First Reminder for Dematerialization of physical shares for transfer of securities

Pursuant to SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018, it has been mandated by SEBI that transfer of securities of a listed company would be carried out in dematerialized form only. Accordingly, Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 has been amended and stock exchanges vide their circulars have advised Listed Companies that **w.e.f 5th December, 2018, shares lodged for transfer shall be in dematerialized form only.**

Accordingly, w.e.f. 5th December, 2018, transfer of shares in physical form shall not be considered.

We observe that you are still holding equity shares of **Blue Dart Express Limited** ("the Company") in physical form. **You are therefore requested to dematerialize your shares immediately.** Further, the demat of shares have various advantages like immediate transfer of shares, no stamp duty on transfer, immediate credit of dividend due to linkage of bank account, risks associated with physical certificates such as forged transfer, bad deliveries are avoided.

The process or dematerialization of shares is as follows:

- 1) You should be in possession of original share certificate of the Company. In case you are not in possession of original share certificate the Company, please contact the Company or Registrar & Transfer Agent at the address given below.
- 2) You need to have demat account in the same name / order in which the name is appearing on physical share certificate. Any mismatch in name will lead to non-acceptance of demat request by Depository Participant ("DP").
- 3) You need to approach your Depository Participant where you are holding your demat account and surrender the original share certificate along with Dematerialization Request Form available with DP. At the time of surrendering shares for dematerialization, please also submit your PAN copy and AADHAR copy.
- 4) Thereafter, DP shall send the certificate along with other documents to Registrar & Transfer Agent which in turn checks all details and dematerialize the shares.

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

Registrar & Transfer Agent

Link Intime India Private Limited

Unit : Blue Dart Express Limited

C-101, 247 Park, L B S Marg, Vikhroli (West),

Mumbai – 400 083

Tel No: 022 - 49186000

Email: rnt.helpdesk@linkintime.co.in

Website: www.linkintime.co.in

Thanking you,

Yours faithfully,

For Blue Dart Express Limited

For Link Intime India Private Limited

Sd/-

Sd/-

Tushar Gunderia

Authorized Signatory

Company Secretary & Head-Legal & Compliance

"This is a follow-up/reminder to our earlier letter. If you have not responded so far, do so now. Please ignore this letter if you have already complied".

2nd November, 2018

Unit: - Blue Dart Express Limited

Subject: - **Second reminder for updating the KYC details and First reminder to dematerialise physical securities.**

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th 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">Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none">Self- attested legible copy of address proof. Any 1 from a. Utility bill (not older than 3 months) / b. Aadhaar Card / c. Passport.Original cancelled cheque leaf of registered shareholderLegible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none">Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- *Format for signature verification *Original cancelled cheque leafLegible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (If shareholders' name is not printed on chq leaf)
D	EMAIL ID	<ul style="list-style-type: none">To be mentioned in KYC form
E	MOBILE NO.	<ul style="list-style-type: none">To be mentioned in KYC form
F	NOMINATION	<ul style="list-style-type: none">Nomination Registration form *

Note: - 1.* The relevant formats are available on our website www.linkintime.co.in → Resources→ Downloads→ General→ formats for KYC.
2. Single copy of document is sufficient for updating multiple requests.

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled.

Further as per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09th 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 05th December 2018.

Accordingly, w.e.f. 5th December, 2018, transfer of shares in physical form shall not be considered.

We observe that you are still holding equity shares of **Blue Dart Express Limited** ("the Company") in physical form. **You are therefore requested to dematerialize your shares immediately.** For dematerialisation of shares you may contact your Depository Participant where you hold your demat account.

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

Linkintime India Private Limited

C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Unit : Blue Dart Express Limited

Date: __/__/__

Folio No: _____

No of Shares: _____

Dear Sir Madam,

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)

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 1 ☐ Joint holder 2 ☐ Joint holder 3 (Please provide self-attested copy of PAN for all Shareholders)

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
(Please provide for all Shareholders)

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 (Please provide nomination registration form)

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: _____
Registered holder

Sign: _____
Joint holder 1

Sign: _____
Joint holder 2

Sign: _____
Joint holder 3