*On The letter head of the company*

Date:

NEXTGEN SHARE REGISTRY PVT LTD.

301, Pratap Chambers, Gurudwara Road, Karol Bagh

New Delhi - 110005

Dear Sir / Madam

**Sub : Appointment of NEXTGEN SHARE REGISTRY as Registrar for providing connectivity with NSDL/CDSL**

We are pleased to engage your company for the subject services.

Your scope of work will be as under:

* Receive Demat / Remat request electronically from the depository
* Electronically confirm Demat / Remat accceptance / rejection to depository as per our instructions
* Reconcile data with depositories
* Receive information download (BENPOS) from depositories from time to time
* Submit information of beneficial owners to us from time to time including for specific dates when full database is required by us for Corporate Actions (such specific will be informed to you by us in advance as required by depositories)
* Maintain backup of data as required by depositories

We have taken note of the charges/fees payable to you as per the ‘Schedule of NextGen-RTA Tariff (charges/fees).

Regards,

**For \_\_\_\_\_\_\_\_**

Name of the Person

Designation

**Company details and Information:-**

|  |  |  |
| --- | --- | --- |
| Permanent Account Number (PAN) |  |  |
| Tax Deduction and Collection Account Number (TAN) |  |  |
| Goods and Services Tax Identification Number (GSTIN) # |  |  |
| State code for GST |  |  |
| Corporate Identity Number (CIN) |  |  |

*(Kindly attach self-attested copy of GST Registration certificate/ARN Acknowledgment for verification purpose)*

Please find below contact details of concern person for future communication:

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Address |  |
| Email ID |  |
| Phone No / Cell No : |  |
| Fax No : |  |
| Billing Address |  |

**For \_\_\_\_\_\_\_\_**

Name of the Person

Designation