



# CONTINENTAL PETROLEUMS LIMITED

Regd. Office : A-2, Opp. Udyog Bhawan, Tilak Marg, C-Scheme, JAIPUR - 302 005 Rajasthan (INDIA)

Phone: +91-141-222 2232, 511 1641 Email : conpetco@gmail.com

CIN No. : L23201RJ1986PLC003704 GSTN : 08AAACC7033L1ZM

# Contol

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## **IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION**

Folio No. :

Dear Shareholder(s),

### **SUB.: Updation of Permanent Account Number (PAN) & Bank account details and Dematerialization of shares**

#### **A. Mandatory updation of PAN & Bank account details**

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, shareholders whose ledger folios do not have/have incomplete details with respect to PAN and Bank particulars are mandatorily required to furnish these details to the Issuer Company/RTA for registration in the folio. As per our records, your folio needs to be updated with the PAN / Complete Bank details so that the investments held by you are in compliance with the aforementioned circular.

We request you to send us the following documents within 21 days of receipt of this communication, in order to update your PAN and Bank account details in the Company's records

- Enclosed form duly filled in and signed by the sole/first holder
- Self-attested copy of PAN Card of all the joint holders
- Cancelled cheque leaf in original bearing name of the first holder (if name is not printed, bank attested copy of the first page of pass book showing name of first account holder).
- Address proof (self-attested copy of Aadhaar-card / Electricity bill / Telephone bill / Passport) of the first holder.

It may please be noted that this is the reminder sent to you as directed by Securities and Exchange Board of India vide their circular referred above. In case of failure to register PAN and Bank account details as aforesaid, any transaction in the securities of the Company shall be subject to enhanced due diligence by the Company/ RTA, as may be prescribed.

#### **B. Dematerialisation of shares**

We note that your holding in the Company is in physical form. The amendment to SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, notified on June 8, 2018 has mandated that investors who wish to transfer securities can do so only in dematerialised form, effective April 1, 2019. The amendment allows holding of the shares in physical form, but the shares will first need to be dematerialised in case you wish to transfer the same after this date.

The FAQs on dematerialisation of shares is given overleaf for your information.

#### **C. Updation of email Id**

We further request the members to kindly update their email IDs to obtain faster, accurate and complete communications from the Company.

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

**CONTINENTAL PETROLEUMS LIMITED**

Address: A-2, Tilak Marg, Opp Udyog Bhawan,

C Scheme, Jaipur, Rajasthan, 302005

Contact No.: 0141-2222232, +91 9461475615

E-Mail ID: [cs.conpetco@gmail.com](mailto:cs.conpetco@gmail.com), [conpetco@gmail.com](mailto:conpetco@gmail.com)

**BEETAL FINANCIAL & COMPUTER SERVICES PVT. LTD**

Address: Beetal House, 3<sup>rd</sup> Floor,

99, Madangir, Near Dada Harsukhdas Mandir,

New Delhi, Delhi-110062

Contact No.: 011 - 29961281 / 29961282

E-Mail ID: [beetal@beetalfinancial.com](mailto:beetal@beetalfinancial.com)

Kindly ignore this Letter in case you have already submitted your documents and details.

**Thanking you,**

**Yours faithfully,**

**For CONTINENTAL PETROLEUMS LIMITED**

**Sd/-**

**SONALI JAIN**

**(Company Secretary)**

**Encl.:** As above.

## **Frequently asked questions on Dematerialisation**

### **A. What are the benefits of Dematerialisation of shares?**

Shares held in DEMAT form have several advantages and helps eliminate many problems that investors have to face while dealing with securities. They minimise paperwork that is involved with the ownership, trading, and transfer of securities. It facilitates faster transactions and makes trade of securities extremely convenient. There are a wide range of advantages associated with a DEMAT account such as:

- a. The risks pertaining to physical certificates like loss, theft, forgery and damage are eliminated completely with a DEMAT account.
- b. The lack of paperwork enables quicker transactions and higher efficiency in trading including immediate transfer of shares and faster settlement cycle.
- c. Ease in portfolio monitoring
- d. The shares that are created through mergers and consolidation of companies are credited automatically in the DEMAT account.
- e. There is no need to pay stamp duty on transfer of securities thereby bringing down the cost of transaction significantly.

### **B. How do I open an account with a Depository and will I be periodically informed about the movement in my electronic account?**

You may open an account with a depository participant ('DP') of your choice. As an investor you will interact with National Securities Depository Limited (NSDL) or Central Depository Services Limited (CDSL) through your Depository Participant. Your DP will allot you an account number which will serve as a reference for all your future dealings with them.

Your DP will update your account after each transaction, and would periodically furnish you with a statement of holding. You may verify this with them at the time of opening your electronic account.

### **C. How do I convert my paper/physical certificates into an electronic holding? [Dematerialisation]**

To dematerialize your holding, you should first have an account with a DP of your choice. You may then hand over to your DP, the certificates along with the 'Dematerialisation Request Form' (DRF). Only the securities registered in your name can be submitted for dematerialization. Your DP will then send the DRF and the certificates to the Registrar and Share Transfer Agents of the Company, TSR Darashaw Limited ('TSRD') and an electronic request will also be sent through the NSDL/CDSL network reconfirming the same. TSRDL will verify the documents and if found in order, the dematerialization request will be confirmed to NSDL/CDSL who will in turn inform your DP. In the books of the Company, your folio with TSRDL will be debited and the account of NSDL/CDSL will be credited in respect of such dematerialized securities. NSDL/CDSL in their electronic records will credit the account of your DP who will then credit your account with the number of securities that have been dematerialized and the securities will thereafter be held in electronic form. This process would take approximately 15-20 days.

### **D. Will I continue to receive corporate benefits?**

All the corporate benefits such as dividend, interest, bonus shares, rights shares will be issued by TSRDL to the beneficial owners i.e. the accountholders who hold the securities in electronic form. The dividend/interest amounts as and when declared/issued will be sent to you/your bankers directly. The entitlement of rights and bonus shares/debentures wherever applicable, will be credited to the beneficiary's accounts as per the investors' option and the terms of the issue.

### **E. How do I trade (buy/sell) in electronic form?**

You may buy and sell securities in electronic form through the depository by co-ordinating with your broker and your DP. Such transactions would be simpler and faster. Payments for such transactions would be made in the same way as is done for physical certificates. Securities purchased in electronic form are credited to your account on the very next day of payout with no formalities of filling transfer deeds or applying to the Company for registration.

Such transactions are not routed through the Company and the debit/credit takes place directly in the Depository System. However, corporate benefits would be paid to the person holding such securities on the Record date/Book closure date as applicable.

### **F. What if I continue to hold shares in physical form after December 5, 2018?**

You may please note that you can hold shares in physical form even after December 5, 2018. However, the shares will first need to be dematerialised in case you wish to transfer the same after this date.

To  
**Beetal Financial & Computer Services Pvt. Ltd,**  
Beetal House, 3<sup>rd</sup> Floor,  
99, Madangir, Near Dada Harsukhdas Mandir,  
New Delhi, Delhi-110062

**Updation of Shareholders Information as mandated by SEBI**

**Unit: CONTINENTAL PETROLEUMS LIMITED**

I/We request you to record the following information against my/our Folio No:

<b>General Information:</b>			
<b>Name:</b>			
<b>Joint 1</b>			
<b>Joint 2</b>			
<b>Address: *</b>			
<b>Folio No.</b>			
	<b>1st Holder</b>	<b>2nd Holder</b>	<b>3rd Holder</b>
<b>Income tax PAN *</b>			
<b>Aadhar no.</b>			
<b>Mobile no. of 1<sup>st</sup> Holder</b>			
<b>E mail ID of 1st holder *</b>			
<b>Bank details of First Holder</b>			
<b>Bank Name :</b>			
<b>Bank Branch Address:</b>			
<b>Account Number * (as appearing in cheque): #</b>			
<b>Bank A/c Type (Savings/Current/NRE/NRO):</b>			
<b>IFSC (11 digit) :</b>			
<b>MICR (9 digit)(as appearing in cheque) :</b>			

# A blank cancelled cheque with name of the first holder/First page of passbook attested by the Bank is enclosed to enable verification of bank details.

\* Mandatory fields

(Note: all enclosures are mandatory)

I/We hereby declare that the particulars given above are correct and complete

**Signatures:**

<b>First Holder Name:</b>	<b>Second Holder Name:</b>	<b>Third Holder Name:</b>
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Date:

Place:

**Note:** The above details will not be updated if the supporting documents are not attached and not duly signed by all the shareholders.

**Helpline:** 011 - 29961281 / 29961282 **Email:** beetal@beetalfinancial.com