

**RANJAN POLYESTERS LIMITED**

CIN No. - L24002DL1999PLC00258  
 REGD. OFFICE- 11-27TH FLOOR, 5/11, TORONGARI ROAD, BHANUNI,  
 BRISBANE, AUSTRALIA. Ph No. 01482 24666,  
 E-Mail ID: ranjanpolyesters@gmail.com Website: www.ranjanpolyesters.com

**NOTICE**

**SUB: UPDATION OF EMAIL ADDRESS, PAN AND BANK ACCOUNT DETAILS**  
 Notice is hereby given that in view of ongoing Coronavirus pandemic ("COVID-19") in the country, several measures have been taken by Government to curb the spread of virus through social distancing. Ministry of Corporate Affairs (MCA), Government of India vide circular dated 08th May, 2020 and Securities and Exchange Board of India vide circular dated 12th May, 2020 have allowed the Companies to send notices of AGM along with Annual Report only for financial year 2019-2020 by e-mail to members and other persons entitled whose email addresses are registered with the Company/Registrar and Transfer Agent (RTA) of the Company or Depository Participant (DP). The Company requests the members to register their e-mail addresses and bank account particulars to assist the Members and other persons entitled so to receive the Notice of Annual General Meeting (AGM), Annual Report & other communications, if any in electronic form. Please note that the Members who have not provided their email address will not be able to get the Notice of AGM and Annual Report for the financial year 2019-2020. However, the same will be available on the website of the Company and on NSDL Limited in due course of time.

Members may note that the company shall in due course of time make another publication in accordance with holding 20th Annual General Meeting, including date, time and venue made within the time prescribed under the Companies Act, 2013. Details and instructions to attend, and vote will be provided in the AGM Notice. Members are requested to provide their email addresses and bank account details for registration to Global Financial and Computer Services Private Limited, RTA of company or DP. The process of updating the same is mentioned below:

In case Physical Holding	Send a duly signed request letter to the RTA of the company i.e. Global Financial and Computer Services Private Limited, Ranjan Polyester Limited, Sector H-Phase, 3rd Floor, Old, Mandyok, 64, Local Shopping Centre, New Delhi-110042 or Email at bestair@tcs.com and provide the following details, documents for registration e mail address and bank details: a) Folio No., Name of Shareholder and Mobile Number b) Copy of Share Certificate (Front and Back) c) Copy of PAN Card & Aadhar Card (Self attached) d) Details of Bank Account: - Name of Branch / Bank - The instructions mail type - Bank Account Number - MICR Code Number and IFSC Code - Copy of the cancelled cheque bearing the name of shareholder
In case, Demat Holding	Please contact your DP and register email address and bank account details in your demat account, as per the process advised by your DP.

For further information, Members can write to the company/RTA of the Company at the above-mentioned addresses-mail.

Please Attention  
 Date: 26.08.2020

By order of the Board  
 For Ranjan Polyesters Limited  
 26-  
 (Name of Director)  
 Company Secretary  
 Member and p No. AGM-2020