



TERA SOFTWARE LIMITED

CIN: L72200TG1994PLC018391

Regd. Office: No. 8-2-293/82/A/1107, Plot No. 1107, Road No. 55,
Jubilee Hills, Hyderabad - 500033

Tel: +91-40-23547447 E-mail: info@terasoftware.in Website: www.terasoftware.com

Dear Shareholder(s),

- Sub.: 1. Mandatory updation of PAN and Bank details against your holding
2. Request for dematerializing the shares held by you**

Pursuant to SEBI circular dated 20th April, 2018, shareholders whose ledger folios do not have or having incomplete details with regards to PAN and Bank particulars are required to compulsorily furnish the details to the RTA/to the company for registration in the folio. **As per the records with RTA, your folio needs to be updated with the PAN / complete Bank details so that the investments held by you will be fully protected with proper KYC compliance.**

ACTION REQUIRED FROM YOU

You are requested to submit the following to update the records immediately on receipt of the letter

- Enclosed format duly filled in and signed by all the shareholders
- Self-attested copy of Pan Card of all the holders
- Cancelled Cheque leaf with name (if name is not printed, self-attested copy of the pass book first page)
- Address proof (self-attested Aadhaar-card)

Further, please be informed that Securities and Exchange Board of India (SEBI) vide its notification dated June 8, 2018 amended SEBI (LODR) Regulations effective from December 5, 2018 (i.e., the 180th day of the notification date) and vide the said amendment it has been mandated that "transfer of securities shall not be processed unless they are held in the dematerialized form with a depository"

In this regard, we advise you to get your shares dematerialized, if held in physical form, at the earliest possible, **as after 5th December, 2018, no transfer of shares held in physical form will be processed.** You may write to us at our e-mail id: inward.ris@karvy.com to know the detailed procedure for dematerialization of the shares.

Note: In case you have already updated PAN / BANK details please ignore this communication.

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

B. Sowmya
Company Secretary
M/s. Tera Software Limited
CIN: L72200TG1994PLC018391
Address: 8-2-293/82/A/1107, Plot No:1107, Road No: 55,
Jubilee Hills, Hyderabad – 500033
Telephone No: 040-23547447
Email: companysecretary@terasoftware.in

M/s Karvy Computershare Pvt. Ltd.
Unit : Tera Software Limited
Karvy Selenium Tower B, Plot 31-32,
Gachibowli, Financial District, Nanakramguda,
Hyderabad – 500 032
Toll Free No.: 1800-3454-001
Email : inward.ris@karvy.com

Thanking you,
Yours faithfully,

For Tera Software Limite

Sd/

B. Sowmya

Company Secretary & Compliance Officer

FORMAT FOR FURNISHING THE PAN AND BANK DETAILS

To
Karvy Computershare Private Limited
 Karvy Selenium Tower B, Plot 31-32,
 Gachibowli, Financial District, Nanakramguda,
 Hyderabad – 500 032

Dear sir,

Unit: Tera Software Limited

I/ We furnish below our folio details along with PAN and Bank mandate details for updation and confirmation of doing the needful. I/we are enclosing the self-attested copies of PAN cards of all the holders, original cancelled cheque leaf, Bank pass book and address proof viz., Aadhaar card as required for updation of the details:

Folio No.	
Address of the 1st named shareholder as per the share certificate	
Mobile No	
E-Mail id	

Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)												
Name of the Bank												
Name of the Branch												
Account Number (as appearing in your cheque book)												
Account Type (Saving / Current / Cash Credit)	<u>10 – Saving</u>			<u>11 – Current</u>			<u>13 – Cash Credit</u>					
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification												
11 Digit IFSC Code												

	PAN No	Name	Signature
First Holder :			
Joint Holder 1 :			
Joint Holder 2 :			

Date:

Place:

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