

Date:

To,

Joonktolle Tea & Industries Limited
21, Strand Road
Kolkata-700001

Dear Sirs,

Sub: Registration of E-mail ID for serving of Notices / Annual Reports through electronic mode by Company

We hereby register our E-mail ID for the purpose of receiving the notices, Annual Reports and other documents / information in electronic mode to be sent by the Company.

Folio No. :

E-mail ID :

Name of the First / Sole Shareholder :

No. of shares held :

Scanned copy of Documents enclosed :

1. Self-Attested copy of PAN Card
2. Self-Attested copy of Address Proof
3. Signature Attested by Bank
4. Holding proof : scanned copy of share certificate / dividend counterfoil / letter received from company showing folio no. and name

Yours truly,

Name of First/Sole shareholder

Note: Shareholder(s) are requested to notify the Company as and when there is any change in their email address.

Kindly send the above letter through email to investors@joonktolleetea.in as there may be challenges in dispatch of physical copy due to Lockdown in view of Covid-19.