

Date:- 18<sup>th</sup> May, 2018

By Registered Post

Ref: unit code/PAN/12345

Dear Shareholder(s),

**Sub.: Mandatory updation of PAN and Bank Account details**

This is with reference to SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 issued by the Securities and Exchange Board of India (SEBI) on Strengthening the Guidelines and Raising Industry standards for RTA, Issuer Companies and Banker to an Issue.

The said Circular inter alia, requires the Company to take special efforts to update the PAN and Bank Account details of all security holders holding securities in physical form who have not updated their PAN and bank account details.

As per the records maintained with the Company's Registrar & Share Transfer Agents, Karvy Computershare Private Limited ("Karvy"), we note that you have not updated your PAN/ Bank Account details.

**ACTION REQUIRED FROM YOU**

You are requested to submit the following documents on or before 9<sup>th</sup> June, 2018 to Karvy at their address mentioned below:

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

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

<p>Company Secretary <b>Mahindra &amp; Mahindra Financial Services Limited</b> Mahindra Towers, 4<sup>th</sup> Floor, Dr. G. M. Bhosale Marg, Worli, Mumbai – 400 018. Tel. No. : +91 22 66526000 Email: <a href="mailto:investorhelpline_mmfsl@mahindra.com">investorhelpline_mmfsl@mahindra.com</a> Website: <a href="http://www.mahindrafinance.com">www.mahindrafinance.com</a></p>	<p><b>Karvy Computershare Private Limited</b> Unit: Mahindra &amp; Mahindra Financial Services Limited Karvy Selenium, Tower B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda Hyderabad – 500 032. Ph: + 91 40 67162222 Email: <a href="mailto:einward.ris@karvy.com">einward.ris@karvy.com</a> Website: <a href="http://www.karvycomputershare.com">www.karvycomputershare.com</a> Toll Free No.: 1800-345-4001</p>
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Thanking you,

Yours Faithfully,  
**For Mahindra & Mahindra Financial Services Limited**

Sd/

**Arnavaz M. Pardiwalla**  
Company Secretary & Compliance Officer

Encl : As above.