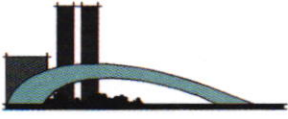


SHELTER INFRA PROJECTS LIMITED

(formerly CCAP Limited)



REGD. AND HEAD OFFICE

ETERNITY, DN - 1, SECTOR - V, SALT LAKE CITY, KOLKATA - 700 091

PH. : 2357 - 6255 / 2357-6256/2357-6257, FAX : 91-33-2357-6253

E-MAIL : info@ccaplttd.in, WEBSITE : www.ccaplttd.in, CIN - L45203WB1972PLCO28349

Dated: 24.09.2018

To,
The Secretary,
Bombay Stock Exchange Limited
PhirozeJeejeebhoy Tower
Dalal Street,
Mumbai-400001

Scrip Code: BSE: 526839

To,
The Secretary
The Calcutta Stock Exchange Limited
7, Lyons Range,
Kolkata- 700 001

Scrip Code: CSE: 13077

Sub: Reminder letter to physical Shareholders

Enclosed please find a copy of our reminder letter dated 4/09/2018 which was sent to those shareholders of the Company who have not yet submitted their PAN and Bank A/c. details.

In the said letter we have also requested the shareholders to dematerialize their physical shares soonest possible.

Please acknowledge receipt.

Thanking You,
Yours faithfully,

For SHELTER INFRA PROJECTS LIMITED

(Aparupa Das)
Company Secretary & Compliance Officer

Encl: as above

SHELTER INFRA PROJECTS LIMITED

CIN: L45203WB1972PLC028349
Reg Office: ETERNITY BUILDING DN-1,
SECTOR - V, SALT LAKE, KOLKATA – 700091
E-Mail: cs@ccapltd.in, WEBSITE: www.ccapltd.in

Ref. BCL/PAN/BD/2018/Srl. No.....

Date: 29.08.2018

Dear Shareholder(s),

Sub: Request for submission of PAN card / Bank details: Folio No. /DP. ID/CL. ID:-

We invite your attention to the Guidelines issued by SEBI vide Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018. As per the said guidelines, SEBI had directed all the Companies to make payment of dividend to the Shareholders through approved electronic mode, update the bank details, and obtain the copies of PAN Card of all the shareholders, which have not been registered with the Company.

In view of above:-

Where shares are held in physical form: You are requested to please send enclosed Form duly filled in and signed along with copy of PAN card (s) (self-attested) and original cancelled Cheque leaf/ attested bank passbook showing the name of 1st Shareholder directly to **M/s. MCS Share Transfer Agent limited, 12/1/ 5, Monohar Pukur Road, Kolkata – 700 026, our Registrar & Share Transfer Agent.**

Where shares are held in dematerialized form: Please visit/ contact your "**Depository Participant (DP)**" and update your PAN and Bank Details immediately.

Residents of Sikkim may send a valid identity proof issued by the Government instead of the PAN Card.

You are requested to provide your PAN and Bank details to our Registrar & Share Transfer Agent / Depository Participant within 21 days from the date of this letter.

Please also provide your Email ID, Phone/ Mobile number enabling us to communicate by electronic means for prompt and hassle-free communication.

For SHELTER INFRA PROJECTS LTD
sd/-

Aparupa Das
Company Secretary Cum Compliance Officer

Place: Kolkata
Date: 29.08.2018

BANK DETAILS, EMAIL ID ETC. REGISTRATION FORM

To:
MCS Share Transfer Agent Ltd.
Unit: SHELTER INFRA PROJECTS
LIMITED
12/1/5, Manoharpukur Road
Kolkata – 700 026
(for physical holders)

To:
.....
.....
.....
(Name & address of DP for Demat holders)

Dear Sirs,

I/We give my consent to update the following details in your records for effecting payments of dividend and sending other communications by electronic means in compliance with the circulars as referred to your letter dated / 2018.

Folio No. / DP-Client Id : _____

Name of the First/Sole holder : _____

Bank's Name : _____

Branch's Name & Address : _____

Account No. : _____ Account Type (SB/Current) : _____

IFSC Code : _____ MICR Code : _____

PAN : _____ Email Id : _____ Phone No. _____

Signature of First/Sole Holder

(attested by Bank)

Enclo : Original cancelled cheque