

## FOR THE ATTENTION OF - HOLDERS OF PHYSICAL SHARES

Dear Shareholder,

Securities and Exchange Board of India (SEBI) vide Circular dated November 3, 2021, has made mandatory to shareholders holding shares in physical form to furnish PAN, KYC details and details of nomination on or before **April 1, 2023** to the RTA (Registrar and Share Transfer Agents) of the Company in respect of all concerned Folios.

**Folios wherein any of the above document(s)/details are not furnished on or before the said date, shall be frozen by the RTA.**

After **December 31, 2025** the frozen folios shall be referred by the RTA/ Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

Further, the holders of physical securities are requested to ensure that **their PAN is** linked to Aadhaar by **March 31, 2022**, or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of folio.

Further w.e.f **January 01, 2022** any service request shall be entertained by RTA only upon registration of the PAN, Bank Account details and Nomination.

Keeping the above statutory requirements in view, **holders of the physical securities are requested to furnish valid PAN, KYC details and details of Nomination immediately to the Company/RTA** by using the relevant forms as appended below, to ensure that, their folios are not frozen on or after **01.04.2023**.

All holders of physical securities, who have not yet dematerialized their shares, are also advised to get their shares converted into electronic form (DEMAT)

Sl. No	Particulars Form details	Form-Weblink
1	Request for registering PAN, KYC details or changes / updation thereof	<a href="#">ISR-1</a>
2	Confirmation of signature of shareholder by the Banker (in case of major mismatch in the signature of the shareholder)	<a href="#">ISR-2</a>

3	Nomination Form	<a href="#">SH-13</a>
4	Cancellation or Variation of Nomination	<a href="#">SH-14</a>
5	Declaration form for opting out / cancellation of Nomination*	<a href="#">ISR-3</a>

*\* Please use Form SH 14 and Form ISR 3 for cancellation of the existing nomination.*

Members holding shares in electronic (DEMAT) form are requested to verify and update immediately any change in their address or bank mandates etc. to their respective Depository Participants with whom they are maintaining their demat accounts.

### Issue of Securities in Demat Form Only

As an on-going measure to enhance the ease of dealing in securities market by the investors, the SEBI, vide its Circular dated January 25, 2022 and May 18, 2022 has mandated that the listed companies shall henceforth issue the securities in dematerialized form only while processing the following service request.

Sl. No.	Nature/Details of Request	Required Form
1	Issue of duplicate securities certificate	<a href="#">Form No. ISR-4</a>
2	Claim from Unclaimed Suspense Account	
3	Renewal / Exchange of securities certificate	
4	Endorsement	
5	Sub-division / Splitting of securities certificate	
6	Consolidation of securities certificates/folios	
7	Transposition	
8	Transmission	<a href="#">Form No. ISR-5</a>

Shareholder shall submit the above-mentioned services request vide duly filled-in Form ISR-4 or ISR-5 as applicable along with requisite documents.