

Important Announcement to physical shareholders

Announcement-1

Dear Shareholder,

Securities and Exchange Board of India (SEBI) vide Circular dated November 3, 2021, has made it mandatory for the holders of physical securities 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 Links
1	Request for registering PAN, KYC details or changes / updation thereof	ISR-1
2	Confirmation of signature of shareholder by the Banker (in case of major mismatch in the signature of the shareholder)	ISR-2
3	Nomination Form	SH-13
4	Cancellation or Variation of Nomination	SH-14
5	Declaration form for opting out / cancellation of Nomination*	ISR-3

*** 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.

Announcement-2

Dear Shareholder,

SEBI, vide its circular dated November 03, 2021 (*subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023*) mandated that the security holders (holding securities in physical form), whose folio(s) do not have PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature updated, shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from **April 01, 2024**.

Further, relevant FAQs have also been published by SEBI on its website at the following web link for investor awareness:

https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf

In this regard, physical securities holders are hereby advised to comply with the aforesaid requirements by April 01, 2024.

Physical securities holders are also informed that :-

- 1. In case of non-updation of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.**
- 2. If a security holder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.**

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