



# PURVA SHAREGISTRY (I) PVT. LTD.

(SEBI Regn. INR000001112 Category 1 Registrars to IPO & Share Transfer Agents)

CIN No. U67120MH1993PTC074079

9 Shiv Shakt Industrial Estate, J. R. Boricha Marg, Near Lodha Excelus, Lower Parel East, Mumbai -400 011

Email: support@purvashare.com Website: www.purvashare.com Tel. No.: 23016761 / 2518

Subject: Reminder to update details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023 in suppression of earlier circulars issued by SEBI bearing reference nos SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/687 dated 3<sup>rd</sup> November, 2021 and 14<sup>th</sup> December, 2021 respectively

In terms of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, it is mandatory for each holder of physical securities of the Company to furnish his/her PAN, Address, Email id, Mobile number, Bank account details, Specimen Signature and Nomination details to Company's Registrar and Share Transfer Agent (RTA) i.e., Purva Shareregistry (India) Private Limited. The last date for compliance is September 30, 2023 as per SEBI directives.

The salient features and requirements of the circular are as follows:

- A) Non - updation of KYC: Folios wherein any ONE of the cited details/documents, (i.e. PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination) is not available on or after October 01, 2023, shall be frozen as per SEBI circular.

Notes:

1. The securities in the frozen folios shall BE ELIGIBLE:

- To lodge any grievance or avail of any service from us, only after furnishing the complete documents / details as mentioned above.
- To receive any payment including dividend, interest or redemption amount (which would be only through electronic mode) only after they comply with the above stated requirements.

2. a) The formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website at <http://www.purvashare.com/faqs/>

- b) For registering new bank details or where there is a change in such details, mandatory submission of Original cancelled cheque leaf bearing the name of the first named security holder or alternatively, submission of copy of bank passbook/ statement attested by the bank along with Form ISR-2 is required. In case of joint holding, updation of bank details will be done based on the documents provided by the first holder only.

- B) Mandatory Linkage of PAN with Aadhaar: It is mandatory to link PAN with Aadhaar number by June 30, 2023, as per the Central Board of Direct Taxes (CBDT). Security holders who are yet to link their PAN with Aadhaar number are requested to get the same done before June 30, 2023. Post June 30, 2023 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar numbers. The securities held in folios which have no PAN registered against the same or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 or any other date as may be specified by the CBDT, shall also be frozen.

In view of the above, we request you to submit the KYC Forms which can be downloaded from our website <http://www.purvashare.com/faqs/> at the earliest.

**You may use any ONE of the following modes for submission:**

You may use any ONE of the following modes for submission:

1. In Person Verification(IPV): By producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s). Please note the registered shareholder(s) has to visit the office of the RTA for IPV and not his/her representative.
2. In hard copy: By furnishing self-attested photocopy(ies) of the relevant document.
3. With e-sign: In case your email-id is already registered with us, you may send the scanned copies of your KYC documents with additionally affixing e-sign of the holder(s)/claimant(s) on the documents at our dedicated email-id: support@purvashare.com. Kindly mention the email subject line as "KYC Updation - (Company Name) and Folio No.

In case the aforesaid details are not furnished, then your folio will be frozen by the Registrars on and after October 01, 2023. Such frozen securities shall be referred by the RTA or the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if it continues to remain frozen as on December 31, 2025.

As such, you are kindly requested to take a note of the above and furnish the aforesaid documents at the earliest to the RTA of the Company: Purva Shareregistry (India) Private Limited

For Purva Shareregistry (India) Private Limited

Sd/-

Deepali Dhuri

To,

Second Fold दुसरा मोड



*If undelivered, please return to :*

**PURVA SHAREGISTRY (INDIA) PVT. LTD.**

9, Shiv Shakti Industrial Estate, J R Boricha Marg,  
Near Lodha Excellus, Lower Parel (E), Mumbai - 400 011.

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### KYC DETAILS

Dear Shareholder

We observe from our records that you have not furnished the documents/details. We request you to furnish the documents/details, as per the table below, to us RTA immediately on receipt of this letter but not later than 15 Days.

| Sr.no | Particulars   | Status as per records | Please furnish details in              |
|-------|---|-----------------------|--|
| 1     | PAN   |                       | Form No. ISR-1                         |
| 2     | Address   |                       |  |
| 3     | Email address   |                       |  |
| 4     | Mobile Number   |                       |  |
| 5     | Demat account details   |                       |  |
| 6     | Bank account details  |                       |  |
| 7     | Signature details or<br>(if you want to register your current signature)                            |                       | Form No. ISR-2                         |
| 8     | Nomination details<br>(If you do not wish to nominate any person(s),<br>please send Form No. ISR-3) |                       | Form No. SH-13<br>OR<br>Form No. ISR-3 |