

Dear Shareholder

Subject : UPDATION OF PAN, KYC, NOMINATION, BANK DETAILS AND LINKING OF PAN AND AADHAR ETC.

Ref. : SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021

1. This is with reference to the Securities and Exchange Board of India, circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3.11.2021 as amended from time to time, in which SEBI has mandated all shareholders holding shares in physical form in the Company, to furnish requisite documents/details (including of joint holders) to the Registrar and Share Transfer Agent of the Company (RTA).

Please find below detail registered with RTA

PAN-1 st Shareholder	PAN-2 nd Shareholder	PAN-3 rd Shareholder

Registered Details of 1st Shareholder

EMAIL ID		
BANK ACCOUNT NUMBER	BANK MICR	
IFSC-CODE	MOBILE NO	
NOMINEE NAME		

Please check above given details and furnish through enclosed ISR - 1 if you require any change or incomplete details of yours.

In case you opt for demat now or before 31st March 2023 of your entire share holding or you have already deposited your entire share holding for demat then you may kindly ignore this communication.

Please note the following contact details of our RTA to enable you to submit your PAN/KYC/Nomination/Bank details etc.:

MAS Services Limited,

T-34, 2nd Floor, Okhla Industrial Area, Phase - II,

News Delhi - 110020

Ph. : 011-26387281-82-83

E-mail : investor@masserv.com; Website www.masserv.com

Thanking you,

Yours faithfully

In this connection, SEBI has notified following forms and procedure to be followed for completion/update of above stated details

Sr. No.	Details to be updated or incorporated	Document required	Form required
1.	PAN(S)	Self-attested copy of pan card (please make sure pan to be linked with aadhar before 31/03/2022)	ISR-1
2.	Change of address	Copy of any one 1. Valid Passport, 2. Registered Lease or Sale Agreement of Residence, 3. Driving License, 4. Flat Maintenance bill Utility bills like Telephone bill (only land line) Electricity bill or Gas bill not more than 3 months old), 5. Id card/document with address issued by any of the following : (Central/State Government and its departments, 6. The Proof of Address in the name of the spouse, 7. Client Master List provided by Depository Participant.	ISR-1
3.	Email id	Mention e-mail id in ISR-1	ISR-1
4.	Mobile Number	Mention mobile number in ISR-1	ISR-1
5.	Bank detail	Original cancelled cheque (shareholder name printed on it)	ISR-1
6.	Confirmation of Signatures	Original Cancelled cheque (shareholder name printed on it) and signature attested by bank on ISR-2	ISR-2 & ISR-1
7.	Incorporation of Nomination	Detail of nominee in SH-13	SH-13
8.	Change of Nomination	Detail of new nominee in SH-14	SH-14
9.	Removal/declaration to opt-out of nomination	Declaration in ISR-3	ISR-3

2. Shareholder are requested to ensure updation of above mentioned details with RTA, In absence of any of the above mentioned details, no request/complaint shall be processed by RTA with effect from 1st January 2022. As per above circular, w.e.f. 01 April, 2023, such folios shall be frozen and no request/complaint/ payment of dividend shall be made unless the information mentioned in point no. 1 is furnished/updated successfully.
3. If the folio remains frozen till 31st December 2025, it shall be referred to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.
4. As per the Central Board of Direct Taxes (CBDT) it is **mandatory to link PAN with Aadhar number** for resident investors by March 31, 2022. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs and the ones which are linked to the Aadhar number. The folios in which PAN is / are not valid as on the notified cut-off date of **March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.**

The requisite forms are also available on the website of the company and all Documents/Performa can also be Downloaded from RTA's Website i.e., www.masserv.com **under download tab.**

You can submit the documents to our RTA only by any one of the following mode:

- a) Through In Person Verification (IPV); where the authorized person of RTA will verify the Original Documents and retain copies of IPV stamping with date and initial;
- b) Through hard copies which should be self -attested and dated.
- c) Through Electronic mode, provided that it is to be sent through email id of the holder registered with RTA and all documents should be digitally signed by shareholder.

Form ISR – 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF [For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date :

A. I / We request you to Register / Change / Update the following (Tick (✓) relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

B. Security Details:

Name of the Issuer Company	
Folio No. :	
Name(s) of the Security holder(s) as per the Certificate(s)	1 2 3
Number & Face value of securities	
Distinctive number of securities (Optional)	From _____ To _____

C. I / We are submitting documents as per Table below (tick (✓) as relevant, refer to the instructions):

Document / Information / Details	Instruction / Remark	PAN Whether it is Valid (linked to Aadhaar)®
1. PAN of Shareholder 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
PAN of Shareholder 2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
PAN of Shareholder 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

® PAN shall be valid only if it is linked to Aadhaar by March 31, 2022*
For Exemptions/ Clarifications on PAN, please refer to Objection Memo in page 4

2. Demat Account Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3. Proof of Address of first holder	Please see overleaf.
4. Bank details of first holder	Account Number : _____ Bank Name : _____ Branch Name : _____ IFSC Code : _____ Provide the following: <u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank #</u>
5. E-mail address	
6. Mobile Number	

* or any date as may be specified by the CBDT

(DP: Depository Participant)

In case it is not provided, the details available in the CML will be updated in the folio

Proof of Address of first shareholder

- Client Master List (CML) of your Demat Account, provided by DP.
- Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.
- Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
- Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.
- For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.
- The proof of address in the name of the spouse

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____, _____, (use Separate Annexure if extra space is required) in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

Incase of change of Address

My Old Address as per company's record	My current Address to be recorded

	Holder 1	Holder 2	Holder 3
Signature			
Name			
Full Address			
PIN			