

## Intimation To The Physical Shareholders

The SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 3, 2021 read together with SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/687 dated December 14, 2021 (the "SEBI Circulars") has mandated for furnishing/ updating PAN, KYC details (Address, Mobile No., E-mail ID, Bank Details) and Nomination details by all the holders of physical securities in listed company.

SI. No.	Particulars	Details of documents that are to be submitted	
1.	PAN	For registration / updation in the PAN, Bank details, Address, Email, Mobile number or signature, please provide the details in the prescribed Form ISR-1, , along with related documents as stated therein, self- attested by the shareholder(s).	PAN shall be valid only if it is linked to Aadhaar by March 31, 2022 or any date as may be specified by the Authority.
2.	Bank Details		
3.	Mobile No.		
4.	E-mail ID		
5.	Address		
6.	Signature		
7.	Confirmation of Signature	Please provide details in Form ISR-2, along with original cancelled cheque with name of the security holder printed on it / Bank Passbook / Bank Statement attested by the Bank, and Banker's attestation of the signature.	In case it is not provided, the details available in the Client Master List ("CML") will be updated in the folio.
8.	Nomination	Please provide duly completed prescribed forms as applicable: - Form SH-13 - for registration of Nomination; - Form ISR-3 - Declaration for opting out from Nomination; - Forms SH-14 and ISR-3 - for cancellation of existing nomination; - Form SH-14 - for change in existing nomination.	

Shareholders holding shares in physical form are requested to submit the duly filled in documents along with the related proofs as mentioned above to the Company at its Registered Office or Registrar and Transfer Agent at the below mentioned address at the earliest:

Mr. Sharwan Mangla  
M/s. Mas Services Limited  
T-34, 2nd Floor, Okhla Industrial  
Area, Phase-II, New Delhi-110 020  
Telephone No : T 011-26387281-  
Fax.: 011-26387384  
E-mail Address : [info@masserv.com](mailto:info@masserv.com)

Further, as an on-going measure to enhance ease of dealing in securities markets by investors, SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 has decided that listed companies shall henceforth issue the securities in dematerialized form only while processing the service requests for: 1. Issue of duplicate securities certificate; 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. Transmission; 8. Transposition.

The securities holder/claimant shall submit duly filled up Form ISR-4 as per format along with the documents / details specified therein.

**Forms For Kyc Updation**

**ISR-1**

**ISR-2**

**ISR-3**

**ISR-4**

**SH-13**

**SH-14**