



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: Furnishing of PAN, KYC details and Nomination by holders of physical securities.

To,

Dear Shareholders,

The Securities and Exchange Board of India vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 has mandated furnishing of PAN, KYC details and Nomination by holders of physical securities. As per our records, your folio needs to be updated with PAN, KYC details and Nomination so that the investments held by you are in compliance with the aforementioned circular. Please also note that the folios wherein any one of the cited document / details are not available on or after April 01, 2023, shall be frozen.

1. A covering letter requesting us to update your KYC as per Form ISR-1. (You may download Form ISR-1 from our website i.e. <https://purvashare.com/faqs/>)
2. Original cancelled cheque with name of all the shareholders printed on the cheque and should be of the same bank and account as per the bank attestation letter.
3. Banker's attestation of signature as per Form ISR-2. (You may download Form ISR-2 from our website i.e. <https://purvashare.com/faqs/>)
4. PAN card copy of all shareholders (self-attested with date).
5. Copy of any one documents as mentioned below for address proof of all the shareholders (self-attested with date):
 - a. Valid Passport / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.
 - b. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
 - c. 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.
 - c. 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.
 - d. Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.
 - e. If proof of address is in the name of spouse, please provide self-attested copy of Identity Proof of the holder/claimant.
6. Nomination form SH-13 or Declaration for opting out of Nomination as per ISR-3 (if no nomination are to be recorded) signed by all the shareholders. (You may download Form SH-13 and ISR-3 from our website i.e. <https://purvashare.com/faqs/>).

As required by the Income Tax Authorities, please link your PAN and Aadhar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes, if not linked earlier, to avoid freezing of your folio.

The aforesaid forms can also be downloaded from the website at <https://purvashare.com/faqs/>.

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

You may get in touch with us on 022 2301 6761 / 2518 for any queries in this regard. You may send SMS / WhatsApp on 8850425703 requesting for physical copies of forms.

For Purva Share Registry (India) Private Limited

Sd/-

Deepali Dhuri

Compliance Officer

Encl.: As above

This communication is computer generated and hence does not require signature.

अन्तर्देशीय पत्र कार्ड
INLAND LETTER CARD

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.

First Fold पहला मोड

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		Form No. ISR-2
8	Nomination details (If you do not wish to nominate any person(s), please send Form No. ISR-3)		Form No. SH-13 OR Form No. ISR-3