

Dear Member

Unit:

**Sub: Mandatory Furnishing of PAN, KYC details and Nomination by holders of physical securities**

**Reg: Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN,KYC details and Nomination.**

In terms of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023 issued by SEBI in this regard, it has been made mandatory for each holder of physical securities to furnish his/her PAN, address, email id, mobile number, bank account details, specimen signature and nomination to RTA or the Company. The Folios wherein any one of the aforesaid document/information is not available on 1<sup>st</sup> October, 2023 shall be frozen and such shareholder will not be eligible (i) to lodge grievance or avail service request from the RTA; and (ii) for receipt of dividend (only electronic payment to be made from 1<sup>st</sup> April,2024).

Additionally, such shareholders are requested to ensure that their PAN is linked to Aadhaar by 30<sup>th</sup> June, 2023 or any other date as may be notified by the Central Board of Direct Taxes to also avoid freezing of their folio(s).

**In view of the above, shareholders holding shares in physical form are requested to furnish/update PAN, KYC details and Nomination immediately to the Company/RTA in the filled-in forms (as detailed below) to ensure that their folios are not frozen. All the required forms are available on Company's website as well as RTA website [www.mdpl.in](http://www.mdpl.in).**

S. No.	Particulars	Form No.
1.	Request for registering PAN, KYC details or changes / updation thereof	ISR – 1
2.	Confirmation of Signature of securities holder by the Banker	ISR – 2
3.	Registration of Nomination	SH – 13
4.	Variation of Nomination, if any	SH – 14
5.	Declaration Form for Opting-out of Nomination, if any	ISR – 3
6.	Cancellation of Nomination, if any	SH-14 ISR - 3

Please note that an early action from your end is suggested as SEBI has asked RTAs not to entertain any service request and the account will be frozen on 01/10/2023 as per above circular where the above details are not available.

In case you require any clarification please feel free to contact:

Mr.RAVI BAHL,  
Maheshwari Datamatics Pvt. Ltd.,  
Registrar & Share Transfer Agent  
23, R.N.Mukherjee Road, 5th Floor,Kolkata – 700001  
Email: [mdpldc@yahoo.com](mailto:mdpldc@yahoo.com)

Assuring you of our best services at all times.

For Maheshwari Datamatics Pvt.Ltd.  
Registrars

This is a computer generated letter and does not require any signature