

Communication to Shareholders

A). Special Window for Re-lodgement of Transfer Requests of Physical Shares

This is to inform you that SEBI, vide circular dated July 2, 2025, has decided to open a special window only for re-lodgement of transfer deeds, which were lodged prior to the deadline of April 1, 2019 and rejected/returned/not attended to, due to deficiency in the documents/process/or otherwise. Shareholder can lodge transfer requests for aforementioned cases within a period of six months from July 7, 2025 till January 6, 2026. For more details, please refer https://www.sebi.gov.in/legal/circulars/jul-2025/ease-of-doing-investment-special-window-for-re-lodgement-of-transfer-requests-of-physical-shares_94973.html

B). 100 Days Campaign - Saksham Niveshak

For KYC and other related updates, as well as shareholder engagement, to prevent the transfer of unpaid/unclaimed dividends to the IEPF.

- [Nodal Officer Letter](#)
- [Communication to Shareholders_saksham-niveshak_100 days Campaign](#)

C). Online Resolution of Disputes

In case the shareholders/investors have any dispute against the Company and/or its Registrar and Share Transfer Agent (RTA), as per Securities & Exchange Board of India (SEBI) Circular No. [SEBI/HO/OIAE/OIAE_IAD-1/P/CIR/2023/131](#) dated July 31, 2023, read with SEBI Circular No. [SEBI/HO/OIAE/OIAE_IAD-3/P/CIR/2023/195](#) dated December 20, 2023, they can file for Online Resolution of Disputes through Securities Market Approach for Resolution through [ODR Portal](#).

D). Nomination facility for Demat and Trading Account Holders

SEBI, vide circular nos. [SEBI/HO/MIRSD/POD-1/CIR/2023/158](#) dated September 26, 2023, and [SEBI/HO/MIRSD/POD-1/P/CIR/2023/193](#) dated December 27, 2023 stipulated that investors shall have the choice of providing nomination or opting out nomination for their trading accounts and demat accounts. Further, SEBI pursuant to its Circular no. [SEBI/HO/MIRSD/POD-1/P/CIR/2024/81](#) dated June 10, 2024, has provided relaxation to investors with respect to:

- **Non-Freezing of Accounts** - Non-submission of 'choice of nomination' shall not result in freezing of Demat Accounts as well as Mutual Fund Folios.
- **Physical Securities** – Security holders holding securities in physical form shall be eligible for receipt of any payment including dividend, interest or redemption payment as well as to lodge grievance or avail any service request from the RTA even if 'choice of nomination' is not submitted by these security holders.

- **Processing of Withheld Payments** - Payments including dividend, interest or redemption payment withheld presently by the Company/RTA, only for want of 'choice of nomination' shall be processed accordingly.

E). Mandatory requirement for updation of KYC Documents of physical security holders of the Company

SEBI pursuant to its Circular no. [SEBI/HO/MIRSD/POD-1/P/CIR/2023/181](#) dated November 17, 2023, has removed the following provisions with respect to physical folios:

- The folios wherein PAN, Nomination, Contact details, Bank A/c details and Specimen signature are not available on or after December 31, 2023 shall be frozen by the RTA.
- The folio(s) which have been frozen shall be referred by the Company/RTA to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025

Further, SEBI pursuant to its Circular no. [SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/158](#) dated September 26, 2023 in supersession of its earlier circulars dated November 3, 2021, December 14, 2021 & March 16, 2023, mandates all the physical security holders to update their PAN, Address with PIN code, Email address, Mobile Number, Bank Account details, Specimen Signature and Nomination by holders of physical securities with the Company or Registrar and Share Transfer Agent (RTA) of the Company at the earliest.

SEBI has introduced the following forms to standardize and simplify the processing of investor services requests by RTAs:

| Particulars | Form Name |
|--|----------------------------|
| Request for registering PAN, KYC Details or Changes / Updation thereof | Form ISR-1 |
| Confirmation of signature of securities holder by Bank | Form ISR-2 |
| For nomination as provided in the Rules 19 (1) of Companies (Share capital and debenture) Rules, 2014 | Form SH-13 |
| Declaration Form for Opting-out of Nomination | Form ISR-3 |
| Cancellation of nomination by the holder(s) (along with ISR-3) / Change of Nominee | Form SH-14 |
| Form for requesting Issue of duplicate securities certificate; claim from unclaimed suspense account; renewal/ exchange of securities certificate; endorsement; sub-division/splitting of securities certificate; consolidation of securities certificates/folios; transmission and transposition. | Form ISR-4 |