

FOR ATTENTION OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM

Dear Shareholder (holding Physical Share Certificate),

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

SEBI has vide [Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 3, 2021](#) read with [SEBI/HO/MIRSD/MIRSD RTAMB/P/ CIR/2021/687 dated December 14, 2021](#), mandated furnishing of details of PAN, email address, mobile number, bank account and nomination by holders of physical securities. Further, it is stated that folios wherein any one of the cited document / details are not furnished or made available **on or after April 01, 2023**, the relevant folio(s) shall be frozen by the Registrars and Transfer Agent of the Company (RTA).

Effective January 1, 2022, shareholders will not be eligible to lodge their grievance or avail service request from the RTA unless PAN, KYC and Nomination documents/details are received.

All shareholders who have not furnished the documents/details viz., PAN, E-mail address, mobile number, bank account and nomination are requested to send the documents given below:

- PAN, Address, Email Address, Mobile Number, Demat account details and Bank Account details should be furnished in Form No. ISR 1.
- Nomination details should be furnished in Form SH-13.

The hard copies of the duly executed forms along with relevant documents/detailsshould be sent to our RTA at the following address:

Shri Punit Mittal, General Manager
BEETEL FINANCIAL & COMPUTER SERVICES PVT LTD,
Beetal House, 3rd Floor, 99 Madangir,Nr babaharsukhdas mandir,
Behind Local Shopping Center, NEW DELHI – 11006
Tel: 011- 29961281 - 83
E-mail: beetalrta@gmail.com

Alternatively, you can submit the e-signed forms and relevant documents/detailsthrough your email id.

As required by the Income Tax Authorities, please link your PAN and Aadhaar 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.

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 our RTA for any queries or assistance in this regard.

FORMS	LINK
ISR-1	Request for Registering PAN, KYC Details or Changes/Updation thereof <u>Click here for Form No.ISR-1</u>
ISR-2	Confirmation of Signature of securities holder by the Banker <u>Click here for Form No ISR-2</u>
ISR-3	Declaration Form for Opting-out of nomination by holders of physical securities in listed companies <u>Click here for Form No.ISR-3</u>
SH-13	Nomination Form <u>Click here for Form No.SH-13</u>
SH-14	Cancellation or Variation of Nomination <u>Click here for Form No.SH-14</u>