

MAIL/SECY/KYC/2023

May 29, 2023

To, The Secretary, BSE Ltd. 25th Floor, Phiroze Jeejeebhoy Towers, Dalal Street, Fort, Mumbai – 400 001 Scrip Code - 520059	To, Asst. Vice President, National Stock Exchange of India Ltd., Exchange Plaza, Plot C/1, G Block Bandra-Kurla Complex, Bandra (E), Mumbai – 400 051 Scrip Code - MUNJALAU
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Sub.: Furnishing specimen of Request letter to furnish PAN, KYC details and registration of nomination to the share- holders of physical securities

Ref: Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Dear Sir/ Madam,

With reference to the SEBI circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 and in continuation to our letter dated January 29, 2022; Please find enclosed a specimen of the letter being sent to those shareholders who have not furnished either the PAN, KYC or nomination details against their shareholding in the physical folio(s). The shareholders are accordingly advised to furnish the prescribed KYC documents / details, to the Registrar & Share Transfer Agent viz. MCS Share Transfer Agents Limited. The shareholders are also being informed regarding the linking of their PAN with Aadhaar on or before the prescribed date.

This is for your information and further dissemination.

Thanking you,

Yours Faithfully,

For Munjal Auto Industries Limited

Rakesh Johari
Company Secretary & Compliance Officer

Encl: As above



INDUSTRIES LIMITED

CIN: L34100GJ1985PLC007958

Regd. Office: 187, GIDC Industrial Estate, Waghodia 391 760, Dist. Vadodara, Gujarat

Phone: (02668)262421-22, Fax: (02668)262427

E-mail: cs@munjalaauto.com Website: www.munjalaauto.com

May 22, 2023

Specimen Letter

Folio Number:

Dear Shareholder,

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

Ref.: SEBI circular SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023

As you are aware that in supersession of its earlier circulars dated November 3, 2021 & December 14, 2021, the Securities and Exchange Board of India (SEBI) has, through the captioned circular dated March 16, 2023, mandated:

- a) furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b) entertaining any service request from shareholder(s) only upon registration of the PAN, Bank details and the nomination,
- c) Linking your PAN to Aadhaar by June 30, 2023 or any other future date as may be specified by the Central Board of Direct Taxes to avoid freezing of folio(s).

The Company by its letter dated January 29, 2022 informed all the relevant shareholders of the above requirement and requested them to submit the required details/ documents.

We observe from our records that you are yet to furnish the documents/details as required.

We once again request you to furnish the documents/details, as per the table below, to the Registrar & Transfer Agents M/s. MCS Share Transfer Agents Limited ("RTA") immediately on receipt of this letter. Kindly note that this communication is in your interest since non-receipt of the above-mentioned documents will result in freezing of your folio(s) w.e.f. October 01, 2023 or such other date as may be specified by SEBI.

Sr. No.	Particulars	Please furnish details in
1	PAN	Form ISR-1
2	Address	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details	
8	Declaration to opt out nomination*	Form SH-13 Form ISR-3

*In case you are opting out of the nomination, then only ISR-3 is to be submitted.

The aforesaid forms can be downloaded from the website of the RTA <https://www.mcsregistrars.com/downloads.php>, alternatively these forms can also be downloaded from the website of the Company <https://munjalauto.com/downloads/>

Freezing of Folios without PAN, KYC details and Nomination:

- a) Folios wherein any one of the above-mentioned document / details are not updated **on or after October 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA.
- b) Further effective **April 01, 2024**, you will be eligible to receive the dividend in electronic mode only.
- c) After **December 31, 2025**, the frozen folios will 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 are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms to the following address:

MCS Share Transfer Agents Limited

1st Floor, Neelam Apartment,
88, Sampatrao Colony,
Above Chappanbhog Sweet, Alkapuri,
Vadodara - 390 007

Tel: (0265) 2314757, 2350490, **Fax:**(0265) 2341639

E-mail: mcsldbaroda@gmail.com ; mcsstaahmd@gmail.com

The scan copies of the documents can also be mailed through your registered email id with MCS Share Transfer Agents Limited (RTA) to mcsldbaroda@gmail.com and mcsstaahmd@gmail.com after applying e-sign# on the forms & proofs.

#Note: E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

We are looking forward to receiving a positive response from you.

Thanking you,

Yours faithfully,

For Munjal Auto Industries Limited



Rakesh Johari

Company Secretary & Compliance Officer

Disclaimer: In case if you have already submitted the KYC documents, request you to please ignore this letter.