



### ***Speed Post***

Folio No.:

**Dated: 16<sup>th</sup> December, 2021**

NAME :

ADDRESS :

Dear Shareholder(s),

**RE: UPDATION OF PAN, KYC, NOMINATION, BANK DETAILS etc.**

Your attention is drawn to recent SEBI Circular No SEBI/HO/MIRSD/MIRSD\_RTAMB/ P/CIR/2021/655 dated 3<sup>rd</sup> November, 2021, wherein it has been decided by the SEBI to mandatorily update the PAN, KYC, Nomination details, Bank details, Contact details and Specimen Signature of all shareholders holding shares in physical form and compulsory linking of PAN with Aadhaar No. by all shareholders.

In the said circular, SEBI has also stipulated that if the shareholders holding shares in physical mode do not update the PAN, KYC and Nomination details or these details are not made available to the Company and their Registrar and Share Transfer Agents (RTA) by 31<sup>st</sup> March, 2023, then such folios shall be frozen by RTA on or after 1<sup>st</sup> April, 2023 as per the directive issued by SEBI.

Therefore, you are requested to comply with the following procedure to avoid any freezing of folios:-

1. First link your PAN with Aadhaar latest by 31<sup>st</sup> March, 2022. Update the valid PAN with RTA in **Form ISR-1** latest by 31<sup>st</sup> March, 2023. **A copy of Form ISR-1 is enclosed herewith. The same is also available on the website of the Company.**
2. Update your KYC details in **Form ISR-1** and Nomination details in **Form SH-13** with our RTA latest by 31<sup>st</sup> March, 2023. **Copies of Form ISR-1 and Form SH-13 are enclosed herewith. The same are also available on the website of the Company.**
3. If you want to register/update your Signature in the Company/RTA records, submit **Form ISR-2** duly verified by your Banker. **A copy of Form ISR-2 is enclosed herewith. The same is also available on the website of the Company.**
4. In case you do not wish to nominate any person(s) with whom shall vest, all rights in respect of such shares in the event of his/her death, you are requested to file '**Declaration to Opt-out**' in **Form ISR-3** with our RTA. **A copy of Form ISR-3 is enclosed herewith. The same is also available on the website of the Company.**

**5. If you want to change/cancel the existing nomination, then Submit:**

- a) **Form SH-14** for to change in the nomination details.
- b) **Form SH- 14 and Declaration to Opt-out (ISR-3)** for cancellation of existing nomination,

**Copies of Form SH-14 & ISR-3 are attached. The same are also available on the website of the Company.**

6. Submit Bank Account details (Name of Bank with Branch address, Account Number, IFS Code) to our RTA.

7. Submit Contact Details i.e. Email Address and Mobile Number to our RTA.

**You are requested to kindly update your Email Id and Mobile No. to our RTA for records as well as for receiving communications by electronic means.**

If you have already updated all the information stated above with Company/RTA, kindly ignore this letter.

Please note the following contact details of our RTA to enable you to submit your PAN/KYC/Nomination/Bank details and to seek any clarification etc.:

**Registrar & Share Transfer Agent:**

MCS Share Transfer Agent Limited,

**Unit: RSWM Limited**

F-65, Okhla Industrial Area, Phase I, New Delhi – 110 020

Phone No (s): 011-41406149-52, Fax No: 011-41709881

E -mail: [helpdeskdelhi@mcsregistrars.com](mailto:helpdeskdelhi@mcsregistrars.com)

Thanking you,

**Yours faithfully,  
For RSWM LIMITED**

**Sd/-**

**SURENDER GUPTA**

**AVP – LEGAL & COMPANY SECRETARY**

- Encl.: 1) Form ISR - 1  
2) Form ISR - 2  
3) Form ISR - 3  
4) Form SH - 13  
5) Form SH - 14