

COMMUNICATION TO SHAREHOLDERS

Mandatory requirement for Updation of KYC Documents of physical security holders of the Company

The Securities & Exchange Board of India (SEBI) pursuant to its Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 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.

The requirements of the circular are as follows:

- (a) Non-updation of KYCs:-** Folios wherein any ONE of the cited documents , (i.e PAN, Address with PIN code, Email address, Mobile Number, Bank Account details, Specimen Signature and Nomination) are not available on or after April 01, 2023, shall be frozen as per SEBI circular.

Notes:

(1) The securities in the frozen folios shall be:

- Eligible to lodge any grievance or avail service request from the RTA only after furnishing the complete documents / details as aforesaid.
- Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.

Please note that Original cancelled cheque leaf bearing the name of the first holder failing which first security holder is required to submit copy of bank passbook / statement attested by the bank which is mandatory for registering the new bank details.

(b) Mandatory Linkage of PAN with Aadhar

As per the Central Board of Direct Taxes (CBDT) it was mandatory to link PAN with Aadhar number by March 31, 2022. However, CBDT has extended the said timeline till March 31, 2023 subject to payment of prescribed fees. Security holders who are yet to link the PAN with Aadhar number are requested to get the same done before March 31, 2023. RTAs shall accept only valid PANs and the ones which are linked to the Aadhar number. The folios in which PAN is / are not valid as on the notified cut-off date of March, 31, 2023 or any other date as may be specified by the CBDT, shall also be frozen.

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

In view of aforesaid, we request you to submit the Investor Service Request Form ISR-1 along with the required supporting documents as stated in Form ISR-1 at the earliest.

You may use following mode for submission:

(a) through 'In Person Verification' (IPV): by producing the originals to the authorized person of the RTA at Skyline Financial Services Private Limited, D-153/A, 1st Floor, Okhla Industrial Area Phase-1, New Delhi-110020, who will retain copy(ies) of the document (s).

(b) In hard copy: by furnishing self-attested photocopy (ies) of the relevant document with date at aforesaid address.

For more details you can see SEBI Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021.