



RISHIROOP

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Subject:- **Reminder for Updating KYC details and intimation to dematerialise physical securities.**

Dear Shareholder,

We refer to the SEBI Circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 by which it has directed all the listed companies to record the **PAN** of all the shareholders and **Bank Account details** of registered shareholder. Individual reminder letters have been emailed to the concerned shareholders for furnishing the required details.

Kindly refer the list of supporting documents to be submitted for updating your KYC details :

Sr.No	REQUEST TO BE UPDATED	SUPPORTING DOCUMENTS
A	PAN	<ul style="list-style-type: none">Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none">Self- attested legible copy of utility bill (not older than 3 months)/ Aadhar/passport.Original cancelled cheque leafLegible copy Bank Statement/Passbook with details of registered shareholder duly attested by Bank.(If the cancelled cheque leaf does not contain shareholder's name printed on it)
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none">Affidavit duly notarised on non-judicial stamp paper of Rs. 100/- *Banker's verification *Original cancelled cheque leafLegible copy Bank Statement/Passbook with details of registered shareholder duly attested by Bank .(If the cancelled cheque leaf does not contain shareholder's name printed on it)
D	EMAIL ID	<ul style="list-style-type: none">To be mentioned in KYC form *
E	MOBILE NO	<ul style="list-style-type: none">To be mentioned in KYC form *
F	NOMINATION	<ul style="list-style-type: none">Nomination (Form SH-13) *

Note: - * The relevant formats are available on Registrar & Transfer Agent website - www.linkintime.co.in → Resources → Downloads → General. Single copy of document is sufficient for updating multiple requests.

Further as per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 and NSE Ref. No NSE/CML/2018/26 dated 09th July, 2018 shareholders are advised to **dematerialise their physical securities** since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be processed from 05th December 2018. Hence we request you to open a demat account and submit your physical securities with the depository participant for dematerializing your securities enabling you to trade in electronic form.

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled and the requests for transfer of physical securities will not be processed from 05th December, 2018.