

S. No.**Folio No.****JT.1****JT.2**

Dear Shareholder(s),

RE: UPDATION OF PAN, KYC DETAILS AND NOMINATION BY HOLDERS OF PHYSICAL SHARES

Your attention is drawn to recent SEBI Circular No. - SEBI/HO/MIRSD/MIRSD_RTAMB/ P/CIR/2021/655 dated November 03, 2021 and SEBI Circular No. - SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/687 dated December 14, 2021 (collectively referred to as 'the SEBI Circulars'), 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 SEBI circulars, SEBI has also stipulated that if the shareholders holding shares in physical form do not update the PAN, KYC and Nomination details or these details are not made available to the Company or their Registrar and Share Transfer Agent (RTA) by March 31, 2023, then such folios shall be frozen by RTA on or after April 01, 2023 as per the directive issued by SEBI.

Further shareholders holding shares in physical mode are requested to ensure that their PAN is linked to Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes (CBDT) to avoid freezing of folio on or after April 01, 2023.

Further as per the aforesaid SEBI Circulars, the frozen folios shall be referred by RTA / Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 or prevention of Money Laundering Act, 2002, after December 31, 2025.

Further, we would like to draw your attention that, w.e.f. January 01, 2022, RTA will not process any service request or complaint from Shareholder(s)/ Claimant(s), for those Folios wherein the details/documents mentioned as aforesaid are not available and the said Folios shall be frozen by the RTA/the Company in the manner and timelines prescribed in the Circulars.

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 March 31, 2022 or any other date as may be specified by the CBDT. Update the valid PAN with RTA in **Form ISR-1** latest by March 31, 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 March 31, 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** to change in the nomination details.
 - b) **Form SH-14** and Declaration to Opt-out in **Form ISR-3** for cancellation of existing nomination.**Copies of Form SH-14 & Form ISR-3 are enclosed. The same are also available on the website of the Company.**
6. Submit Bank Account details (Name of Bank with Branch address, Bank Account Number, IFS Code) to our RTA.
7. Submit Contact Details i.e. Postal address with PIN, Mobile Number and Email Address 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.

Further all shareholders who have not yet dematerialized their shares are also advised to get their shares converted into demat/electronic form as SEBI made it mandatory for all Listed Companies and RTA to effect issuance of certificates or receipts or advices, as applicable, of subdivision, split, consolidation, renewal, exchanges, endorsements, issuance of duplicates thereof or issuance of new certificates or receipts or advices, as applicable, in cases of loss or old decrepit or worn out certificates or receipts or advices, as applicable, and transmission or transposition of securities, only in dematerialised form. Further transfer of shares in physical form has also been stopped by SEBI w.e.f. April 01, 2019 as per SEBI Regulations and settlement of market trades are taking place only in demat mode.

You may get in touch with our RTA for any queries or assistance in this regard.

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: DCM LimitedF-65, 1st Floor, Okhla Industrial Area, Phase I, New Delhi – 110 020

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

E -mail: helpdeskdelhi@mcsregistrars.com,

For DCM Limited

Sd/-

Yadvinder Goyal

Company Secretary

Place : Delhi

Date : February 11, 2022

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Form ISR – 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: ____ / ____ / ____

A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Postal Address
<input type="checkbox"/> Bank Details	<input type="checkbox"/> E-mail address
<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
Demat Account details	

B. Security Details:

Name of the Issuer Company	Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.
Number & Face value of securities	
Distinctive number of securities (Optional)	From _____ To _____

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document / Information / Details	Instruction / Remark																																															
1		PAN of (all) the (joint) holder(s)																																																
		PAN Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;"> <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </td> <td style="border: none; width: 5%; text-align: center;">,</td> <td style="border: none; width: 45%;"> <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </td> </tr> <tr> <td colspan="3" style="border: none;"></td> <td style="border: none; padding: 5px;"> PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4 </td> </tr> </table>	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																					,	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																								PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4
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3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant</p> <p><input type="checkbox"/> Valid Passport / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</p> <p><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub- account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse</p>
4	Bank details	<p>Account No. :.....</p> <p>Bank Name :.....</p> <p>Branch Name :.....</p> <p>IFS Code :.....</p> <p>Provide the following :</p> <p><input type="checkbox"/> <u>Original Cancelled Cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank statement attested by the Bank</u>[#]</p>
5	E-mail address#
6	Mobile#

* or any date as may be specified by the CBDT

in case it is not provided, the details available in the CML will be updated in the folio

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____, _____, (use separate Annexure if extra space is required) in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓		
Name	✓		
Full postal address	✓		
PIN	✓ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Mode of submission of documents to the RTA

Please use any one of the following mode;

1. In Person Verification (**IPV**): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
2. In hard copy: by furnishing self-attested photocopy(ies) of the relevant document, with date
3. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

Note	
<ul style="list-style-type: none">• It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).• Upon receipt or up-dation of bank details, the RTA will automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.• RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.• RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.	
<ul style="list-style-type: none">• Specimen Signature	<ul style="list-style-type: none">• Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021) and• Original cancelled cheque with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank statement attested by the Bank</u>
<ul style="list-style-type: none">• Nomination**	<ul style="list-style-type: none">• Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR – 3, in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021• Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021• Cancellation of Existing Nomination: Please use Form SH-14 & Form ISR – 3

** Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR – 3**), has to furnished by the holder(s) separately for each listed company.

(Page 3 & 4 is for information to investors; print out of the same is not required)

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	‘Exemptions/clarifications to PAN’, as provided in clause D to ‘Instructions/ Check List for Filing KYC Forms’ in Annexure – 1 to SEBI circular No. MIRSD/ SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<ul style="list-style-type: none"> • Banker’s attestation of the signature of the holder(s) as per Form ISR – 2 • Original cancelled cheque with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank statement attested by the Bank</u>
4	Mismatch in Name	<p>Furnish any one of the following documents, explaining the difference in names;</p> <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license • PAN card with photograph • Identity card / document with applicant’s Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions • Marriage certificate • Divorce decree
5	Present address of the holder is not matching with the address available in the folio	<p>RTA shall issue intimation to both the old and new addresses.</p> <ul style="list-style-type: none"> • In case where the letter is undelivered at the old address, RTA shall not insist for any proof of the old address provided the current address proof is in the form of an address proof issued by a Government authority. <p>The above procedure will be applicable for request for change in address of the holder also</p>

(Page 3 & 4 is for information to investors; print out of the same is not required)

Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch				
2. Bank contact details Postal Address Phone number E-mail address				
3. Bank Account number				
4. Account opening date				
5. Account holder(s) name(s)	1) 2) 3)			
6. Latest photograph of the account holder(s)				
<table border="1"><tr><td style="width: 33%; height: 80px; vertical-align: middle;">1st Holder</td><td style="width: 33%; height: 80px; vertical-align: middle;">2nd Holder</td><td style="width: 33%; height: 80px; vertical-align: middle;">3rd Holder</td></tr></table>		1 st Holder	2 nd Holder	3 rd Holder
1 st Holder	2 nd Holder	3 rd Holder		
7. Account holder(s) details as per Bank Records				
a) Address				
b) Phone number				
c) Email address				
d) Signature(s)				
1) <input style="width: 150px; height: 40px;" type="text"/>	2) <input style="width: 150px; height: 40px;" type="text"/>	3) <input style="width: 150px; height: 40px;" type="text"/>		
Signature verified as recorded with the Bank				
Seal of the Bank				
	(Signature)			
Place:	Name of the Bank Manager			
	Employee Code			
Date:	E-mail address			

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Form ISR - 3

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]]

Name of the Company :

Registered Address of the Company:

I / we the holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s)

Signature(s)

Sole / First Holder Name

Second Holder Name

Third Holder Name

Name and Address of Witness	Signature

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Form No. SH-13

Nomination Form

**[Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the
Companies (Share Capital and Debentures) Rules 2014]**

To,

Name of the Company:

Address of the Company:

I/We the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

1. PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

2. PARTICULARS OF THE NOMINEE/S:

- a) Name :
- b) Date of Birth :
- c) Father's/Mother's/Spouse's name :
- d) Occupation :
- e) Nationality :
- f) Address :
- g) E-mail id :
- h) Relationship with the Security holder :

3. IN CASE NOMINEE IS A MINOR—

- a) Date of Birth :
- b) Date of attaining majority :
- c) Name of guardian :
- d) Address of guardian :

**Signature of Witness with
Name and Address**

**Signature
Name & Address of the Security Holder(s):**

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Form No. SH-14

Cancellation or Variation of Nomination

[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

Name of the Company:

I/We hereby cancel the nomination(s) made by me/us in favour of..... (name and address of the nominee) in respect of the below mentioned securities.

OR

I/We hereby nominate the following person in place of..... as nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

1. PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

2. (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name :
- ii. Date of Birth :
- iii. Father's/Mother's/Spouse's name :
- iv. Nationality :
- v. Address :
- vi. E-mail id :
- vii. Relationship with the Security holder :

(b) IN CASE NEW NOMINEE IS A MINOR:

- i. Date of Birth :
- ii. Date of attaining majority :
- iii. Name of guardian :
- iv. Address of guardian :

**Signature of Witness with
Name and Address**

**Signature
Name & Address of the Security Holder(s):**

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