



Folio No.:

Name :

Address:

May 25, 2023



Subject : Request for furnishing PAN, KYC, nomination and Bank details in respect of your physical shareholding

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

Dear Shareholder(s),

This is further to Alankit Assignments Limited (RTA) letter, dated 3rd March 2022 sent earlier, informing that the Securities and Exchange Board of India (SEBI) has, by its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021, read with Circular No. SEBI/HO/MIRSD_RTA/P/CIR/2021/687 dated 14th December 2021, Circular No. SEBI/HO/MIRSD_POD-1/P/CIR/2023/37 dated 16th March 2023, mandated that shareholder holding shares in physical form should furnish copy of PAN, KYC details and Nomination to the Company/ Registrar and Share Transfer Agent (RTA).

In view of the above, please provide the following to the RTA/Company:

- a) For updation of PAN and KYC details, duly filled in **Form ISR-1**;
- b) Self-attested copy of your PAN card (including PAN Card of the joint holders, if any, duly self-attested by them);
- c) Postal address with PIN Code, Self-attested copy of your valid address proof;
- d) Mobile number and E-mail address;
- e) Bank account details i.e., bank name, branch, account number and IFS Code supported by self-attested bank statement or original cancelled cheque leaf;
- f) Specimen signature - Provide Banker's attestation of the signature in the attached **Form ISR - 2**; and
- g) Nomination for the aforesaid folio(s) in the attached **Form SH-13** or 'Declaration to Opt-out' in the attached Form ISR-3, in case you do not wish to nominate any person. For change of registered nomination in attached **Form SH-14***.

*in case of cancellation of nomination by shareholder through **Form SH-14**, declaration to Opt-out in **Form ISR-3** shall also be provided by the shareholder.

The aforesaid forms can be downloaded from the website of the Company or RTA website

Note 1: The Company/ RTA shall not process any service requests or complaints received from the holder(s)/ claimant(s), till PAN, KYC and Nomination documents/ details are complete in the folio. Also, please note that in case any one of the aforesaid documents/ details are not available in the folio on or after **October 1, 2023**, such folios shall be frozen by the RTA. Once your folio is frozen, any service request in such folio shall be processed by the RTA only after receipt of the complete documents/ details as aforesaid.

Note 2: If the folio remains frozen till December 31, 2025, it shall be referred to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002 for necessary action.

Note 3: Further, SEBI has also amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that transfer of securities held in physical form shall not be processed unless the same are held in the dematerialized form with a depository. In view of this we request you to dematerialize your shares at the earliest else you will not be able to transfer your shares held in physical form.

We request you to send the aforesaid details/documents to Alankit Assignments Limited (Unit: Isgec Heavy Engineering Limited), 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055 or through email at kycupdate@alankit.com at the earliest, by any one of the following modes:

- I. Through hard copies which should be self-attested and dated.
- II. Through electronic mode, provided that they are sent through E-mail id of the holder and all documents should be electronically/digitally signed by the Shareholder.

Thanking you,

Yours faithfully,

For Isgec Heavy Engineering Limited

Sd/-
Sachin Saluja
Company Secretary & Compliance Officer

This letter is being sent by the Company in accordance with the provision of SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023

This is computer generated letter and does not require signature.