

Dear Investor,

Subject: -Request for Updating KYC details as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd Nov 2021

We refer to the above circular issued by SEBI that mandates all the Listed Companies **should have on their records the PAN, Nomination, KYC details for all holders and Bank Account details of the first holder in the account.** This is applicable for all security holders in physical mode.

The salient features and requirements of the circular are as follows:

A) Non-Update of KYC :

- Folios wherein any ONE of the cited details/documents (i.e PAN, Bank Details, Nomination) are not available with us, on or after April 01, 2023, shall be frozen as per the aforesaid SEBI circular.**

Notes:

The security holders in the frozen folios shall **NOT BE ELIGIBLE:**

- To lodge any grievance or avail of any service from us, unless they have furnished the complete documents / details as required.
 - To receive any payment including dividend, interest or redemption amount (which would be only through electronic mode) unless they comply with the above stated requirements.
- The formats for Nomination and Update of KYC details viz., Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website <https://www.tcplindia.co.in> → Investor Services → Downloads → Forms → Formats for KYC.
 - For registering the new bank details, mandatory submission of **Original cancelled cheque leaf** bearing the name of the 1st holder or alternatively, to submit a copy of the bank passbook / statement of account, attested by the bank branch is required.

- B) Mandatory Linkage of PAN with Aadhar - It is also mandatory to link PAN with Aadhar number, as per the Central Board of Direct Taxes (CBDT) by March 31, 2022. Security holders who are yet to link the PAN with Aadhar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhar number. **The securities held in folios which have no PAN registered against the same/ or have invalid PAN registered on our records, as on the notified cut-off date of March, 31, 2022 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 Aadhar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

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

You may use any ONE of the following modes for submission:

- In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s).
- In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
- With e-sign:**
 - In case your email is already registered with us, you may send the scanned copies of your KYC documents with **e-sign** at our dedicated email-id: kyc@tcplindia.co.in. Kindly mention the email subject line as "**KYC Update - (Company Name) - Folio No : _____**"
 - Investors can also upload KYC documents with **e-sign** on our website <https://www.tcplindia.co.in> → Investor Services → KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user.

You may approach any of the empanelled e-sign Service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,
For TSR Darashaw Consultants Pvt. Ltd.
Investor Services Section (ISS)

This is a computer generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.