

**FOR THE ATTENTION OF EQUITY SHAREHOLDERS OF THE COMPANY**  
**HOLDING SHARES IN PHYSICAL FORM**

December 22, 2021

Name of the 1st Holder:

Dear Member,

**Sub:- Norms for furnishing PAN, KYC details and Nomination**

**Ref:- SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 Dated November 3, 2021**  
**read together with SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/687 dated**  
**December 14, 2021 (the “SEBI Circulars”)**

This is to advise that vide the abovementioned Circulars, the Securities & Exchange Board of India (SEBI) has standardized, simplified and made common, norms for processing investor service requests and has mandated, inter alia, the following norms to be followed :

- Furnishing of PAN, KYC details and Nomination by holders of physical securities.
- Compulsory linking of PAN and Aadhaar by holders of physical securities.
- Freezing of folios without valid PAN, KYC details and Nomination

This SEBI Circulars shall come into effect from **January 1, 2022** and you are advised to link your PAN and Aadhaar urgently and furnish your PAN, KYC details and Nomination to the Registrar & Share Transfer Agents (RTA) of the Company, Maheshwari Datamatics Pvt Ltd., 23 R.N. Mukherjee Road, 5th Floor, Kolkata – 700001.

In order to enable you to furnish the requisite details, as mandated, please find enclosed, the following forms for your immediate reference and use.

1. **Form No.ISR-1** - For registration/updation of the PAN, Bank account details, Mobile number, Email address and Postal address with PIN.
2. **Form No.ISR-2** - For confirmation of the holders’ signature duly attested by the Banker along with original cancelled cheque.

Please also find enclosed, the following forms for your immediate reference and use, to enable you to choose the option, you would want to exercise, in respect of the Nomination.

1. **Form SH-13** - For registration of Nomination.
2. **Form SH- 14** - For change in existing Nomination.
2. **Form No.ISR-3** - For opting out of Nomination.

(In case of cancellation of nomination by the holder(s) through Form SH-14, then ‘Declaration to Opt-out’ in Form ISR -3) shall be provided by the holder(s)

(The forms and other requirements are also available on the website of the Company, [www.evereadyindia.com](http://www.evereadyindia.com) and the website of the RTA, [www.mdpl.in](http://www.mdpl.in))

### **Linking of PAN with Aadhaar**

Please link your PAN and Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes (CBDT). The RTA shall verify that the PAN in the existing folios are valid i.e. whether it is linked to the Aadhaar number of the holder and accept only valid PANs.

### **Freezing of Folios**

The folios wherein any one of the cited documents/details are not available on or after April 01, 2023, or in which PANs is / are not valid as on the notified cut-off date of March, 31, 2022 or any other date as may be specified by the CBDT, shall be frozen by the RTA, till the furnishing of the complete documents / details as aforesaid.

### **Self Attestation**

For all service request, except transmission, copies of documents that are submitted in hard copy shall be processed by the RTA only if the same is self-attested by the holder(s), with date.

You are therefore requested to take early action from your end and return the documents as mentioned above, duly filled up and completed in all respects along with related documents as stated therein, duly self-attested, as soon as possible to the RTA. Please note that in the terms of the above requirement, till the PAN, KYC and Nomination documents/details etc. are received, the RTA shall not be able to process any service requests or complaints received from the holder(s) / claimant(s).

For any clarifications you may please feel free to contact Mr. Ravi Bahl (M) 70034 76465, of Maheshwari Datamatics Pvt Ltd, RTA of the Company.

Yours faithfully,  
For Eveready Industries India Ltd.

Sd/  
Tehnaz Punwani  
Vice President Legal & Company Secretary