Dear Shareholder(s),

Sub: Mandatory furnishing/updating of PAN, full KYC details (address proof, bank details, email address, mobile number), Specimen Signature and Nomination details.

In accordance with the SEBI Circulars No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021, it is mandatory for the holders of physical securities to furnish the copy of PAN, full KYC details and Nomination in the following manner:

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| **Sl. No.** | **Particulars** | **As per the SEBI Circulars- Documents and/or details are required to be submitted to the RTA of Company** |
| 1 | **PAN** | **For registration/updation of the PAN, Bank details, Postal address, Email address or Mobile number, please provide the details in the prescribed** [Form ISR-1](https://rossellindia.com/wp-content/uploads/2022/02/Form-ISR-1_p.pdf)**along with related documents as stated therein, self-attested by the shareholder(s). Alternatively, in case you have a Demat Account, the copy of Client Master List (CML) can be provided for updation of information in the folio.** |
| 2 | **Bank details** |
| 3 | **Address with PIN** |
| 4 | **E-mail address** |
| 5 | **Mobile Number** |
| 6 | **Specimen Signature** | **In case there is a change in Signature, please provide Bank’s attestation of the signature of the shareholder(s) in** [Form ISR-2](https://rossellindia.com/wp-content/uploads/2022/02/Form-ISR-2_p.pdf)**and Original cancelled Cheque.** |
| 7 | **Nomination** | **Please provide duly completed prescribed forms as applicable:****-  for registration in** [Form SH-13](https://rossellindia.com/wp-content/uploads/2022/02/Form-No.-SH-13_p.pdf)**-  for opting out in** [Form ISR-3](https://rossellindia.com/wp-content/uploads/2022/02/Form-ISR-3_p.pdf)**-  for change in existing nomination in** [Form SH-14](https://rossellindia.com/wp-content/uploads/2022/02/Form-No.-SH-14_p.pdf)**-  for cancellation of existing nomination in Forms SH-14 and ISR-3** |