

FOR ATTENTION OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM

Dear Shareholder (holding Physical Share Certificate),

Sub: Furnishing of PAN, KYC details and Nomination by holders of physical securities

SEBI has vide [Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021](#) read with [SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/687 dated December 14, 2021](#), mandated furnishing of details of PAN, email address, mobile number, bank account and nomination by holders of physical securities. Further, it is stated that folios wherein any one of the cited document / details are not furnished or made available **on or after April 01, 2023**, the relevant folio(s) **shall be frozen** by the Registrars and Transfer Agent of the Company (RTA).

From January 1, 2022, shareholders are not eligible to lodge their grievance or avail service request from the RTA unless PAN, KYC and Nomination documents/details are received.

All shareholders who have not furnished the documents/details viz., PAN, E-mail address, mobile number, bank account and nomination are requested to send the documents given below:

- a. For updating PAN and KYC details, Please furnished in Form No. ISR 1 ([Click here for Form No. ISR-1](#));
- b. Nomination details should be furnished in Form SH-13 ([Click here for Nomination related forms](#))
- c. '[Declaration to Opt-out](#)' in Form [ISR-3](#), if you do not wish to nominate any person or change of nomination in [Form SH-14](#). Please note that 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.
- d. Self-attested copy of your PAN card (including PAN Card of the joint holders duly self-attested by them)
- e. Postal address with PIN Code, Self-attested copy of your valid address proof
- f. Mobile number and E-mail address
- g. Bank account details i.e., bank name, branch, account number and IFS Code supported by self-attested bank statement or original cancelled cheque leaf
- h. Specimen signature - Provide Banker's attestation of the signature in the Form [ISR – 2](#).

The hard copies of the duly executed forms along with relevant documents/details should be sent to our RTA at the following address:

SKYLINE FINANCIAL SERVICES PVT. LTD.

D-153/A, 1st Floor, Okhla industrial

Area, Phase-I, New Delhi-110020.

Tel: +91-11-40450193-97

Email: info@skylinerta.com

Alternatively, you may also submit the same through electronic mode (email: info@skylinerta.com) provided that documents are sent from e-mail id of the shareholder registered with RTA and all the documents are **electronically/digitally signed** by the shareholder and in case of joint holders, by first joint holder.

As required by the Income Tax Authorities, please **link your PAN and Aadhaar by March 31, 2023** or any other date as may be specified by the Central Board of Direct Taxes, if not linked earlier, to avoid

freezing of your folio. The final day to link PAN and Aadhaar without paying a fine, however, was March 31, 2022. Now, a fine of Rs. 1,000 must be paid for linking PAN-Aadhaar.

Please also note that after **December 31, 2025**, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002.

Further, SEBI has mandated that transfer/sale of securities held in physical form shall not be processed unless the same are held in the dematerialized form with a depository. This implies that you will not be able to transfer/sell the shares held in physical form. In view of this, we request you to dematerialize your shares at the earliest to reap the multiple benefits.

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

For Rajkot Investment Trust Limited

Sd/-

Surabhi Mahnot

Company Secretary and Compliance Officer