



**SHREE RAJASTHAN SYNTEX LTD.**

27-A, First Floor, Meera Nagar, Housing Board Colony, Udaipur-313001, Rajasthan;  
Ph. No. (0294) 2440334; Email: [cs@srsl.in](mailto:cs@srsl.in); Website: [www.srsl.in](http://www.srsl.in); CIN: L24302RJ1979PLC001948

Date: 31.12.2021

**NOTICE**

**UPDATION OF PAN, KYC, NOMINATION, BANK DETAILS etc.**

Notice is hereby given that pursuant to SEBI Circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 3.11.2021, SEBI has mandated all the shareholders holding shares in physical form in the Company to furnish the following documents/ details (including of joint holders) to the Registrar and Share Transfer Agent of the Company (RTA):

1. PAN-of Ist Share holder
2. PAN-of Ist joint holder
3. PAN-of 2<sup>nd</sup> joint holder
4. EMAIL ID
5. BANK ACCOUNT NUMBER
6. BANK MICR/IFSC –CODE
7. NOMINEE
8. MOBILE NO

You are kindly requested to provide the above details.

**Procedure to be followed for completion/updation of above details :-**

Sr. No.	Details to be updated or incorporated	Document required	Form required
1.	PAN(S)	Self-attested copy of pan card (please make sure pan to be linked with aadhar before 31/03/2022)	ISR-1
2.	Change of address	Copy of any one <ol style="list-style-type: none"><li>1. Valid Passport</li><li>2. Registered Lease or Sale Agreement of Residence</li><li>3. Driving License</li><li>4. Flat Maintenance bill</li><li>5. Utility bills like Telephone bill (only land line)</li><li>6. Electricity bill or Gas bill (not more than 3 months old)</li><li>7. Id card document with address issued by any of the following : (Central/State Government)</li></ol>	ISR1
3.	Email	Mention e-mail id in ISR-1	ISR-1

4.	Mobile number	Mention mobile number in ISR-1	ISR-1
5.	Bank detail	Copy of cancelled cheque (name printed on it)	ISR-1
6.	Change of signature	Original Cancelled cheque (name printed on it) and signature attested by bank on ISR-2	ISR-2 & ISR-1
7.	Incorporation of Nomination	Detail of nominee in SH-13	SH13
8.	Change of nomination	Detail of new nominee in SH-14	SH14
9.	Removal of nomination or declaration to opt-out	Declaration in ISR-3	ISR-3

1. As per above circular, after 01 April, 2023, such folios shall be frozen and no request/complaint/payment of dividend shall be made unless the information is furnished/updated successfully.
2. If the folio remains frozen till 31<sup>st</sup> December 2025, it shall be referred to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.
3. Link your PAN with your Aadhar number upto 31.3.2022 or any other date as may be specified by the Central Board of Direct Taxes, otherwise your folio shall also be frozen.

You can submit the documents to our RTA only by any one of the following mode:

- a) Through hard copies which should be self -attested and dated.
- b) Through Electronic mode, provided that it is to be sent through email id of the holder registered with RTA and all documents should be electronically/digitally signed by shareholder.

Please note the following contact details of our RTA to enable you to submit your PAN /KYC/ Nomination/Bank details etc.:

MAS Services Limited,  
T-34, 2<sup>nd</sup> Floor, Okhla Industrial Area, Phase - II,  
Delhi - 110020  
**Email Id:** info@masserv.com  
**Phone No.:** 011-26387281-82-83  
**Website:** www.masserv.com

***ALL DOCUMENTS/ PERFORMA CAN BE DOWNLOADED FROM RTA WEBSITE I.E  
[WWW.MASSERV.COM](http://WWW.MASSERV.COM) UNDER DOWNLOAD TAB***

**For Shree Rajasthan Syntex Ltd  
Sd/-  
Prinkle Talesara  
(Company Secretary  
and Compliance Officer)**