**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**](https://www.sebi.gov.in/legal/circulars/nov-2021/common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination_53787.html)[**dated November 3, 2021**](https://www.sebi.gov.in/legal/circulars/nov-2021/common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination_53787.html)**,** [**SEBI/HO/MIRSD/MIRSD\_RTAMB/P/**](https://www.sebi.gov.in/legal/circulars/dec-2021/clarifications-with-respect-to-circular-dated-november-03-2021-on-common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-_54602.html)[**CIR/2021/687 dated December 14, 2021, read along with SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023**](https://www.sebi.gov.in/legal/circulars/dec-2021/clarifications-with-respect-to-circular-dated-november-03-2021-on-common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-_54602.html) 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 October 01, 2023,** the relevant folio(s) shall be frozen by the Registrars and Transfer Agent of the Company (RTA).

The security holder(s) whose folio(s) have been frozen shall be eligible:

1. To lodge grievance or avail any service request from the RTA only after completion of KYC procedure,
2. Also for any payment including dividend, interest or redemption payment in respect of such frozen folios, only through electronic mode with effect from April 01, 2024. An intimation shall be sent by the Listed Company to the security holder that such payment is due and shall be made electronically only upon complying with the requirements as prescribed.

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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:

* PAN, Address, Email Address, Mobile Number, Demat account details and Bank Account details should be furnished in [Form No. ISR 1 ( Attached alongwith)](https://www.ril.com/DownloadFiles/IRForms/Form%20ISR-1.pdf)
* Nomination details should be furnished in Form SH-13 [Form No ( Attached alongwith)](https://www.ril.com/DownloadFiles/IRForms/Form%20ISR-1.pdf)
* The hard copies of the duly executed forms along with relevant documents self-attested/details should be sent to our RTA / alternatively, you can submit the e-signed forms and relevant documents/details through your email id at the below mentioned address : .

# Ankit Consultancy Pvt. Ltd,

# 60, Electronic Complex,

# Padeshipura, Indore,Madhya Pradesh,452010

**Tel:** 0731 - 3198601-602, 2551745-46

(From 9:00 a.m. to 6:00 p.m. on all working days) |

**E-mail:** ankit\_4321@yahoo.com

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,** since RTA shall accept only operative PAN after such dates.

Not linking your PAN with Aadhaar shall also result to frozen of such folio(s).

# 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.

# \* For your kind reference we hereby attached SEBI Circular regarding same.

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

For Vippy Spinpro Limited

Sd/-

# Pulkit Maheshwari

Company Secretary and Compliance Officer