

No.: CSL/BSE/NSE/CSE/24-25/

Date: - 29.05.2024

1) BSE Limited

(BY BSE LISTING CENTRE)

Phiroze Jeejeebhoy Towers

Dalal Street, Mumbai-400001.

Email- corp.compliance@bseindia.com

Stock Code: 532339

2) National Stock Exchange of India Limited

(BY NSE NEAPS)

Exchange Plaza, 5th Floor, Plot No. C-1, G Block,

Bandra Kurla Complex, Bandra (E), Mumbai-400051.

Email- cmist@nse.co.in

Stock Code: COMPUSOFT

3) The Calcutta Stock Exchange Limited

(BY E-MAIL)

7, Lyons Range, Dalhousie,

Kolkata: 700001 West Bangal

Email- listing@csl-india.com

Stock Code: 13335

Sub: Intimation to furnish Bank Account details, valid PAN, KYC details and Nomination by shareholders holding physical shares.

Dear Sir/Madam,

As per SEBI Circulars dated November 03, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023) for on-going measure to enhance the ease of doing business for investors, the Company is forwarding a letter dated May 29, 2024 to the shareholders holding shares in physical mode for furnishing their KYC documents and PAN to the Registrar and Share Transfer Agent (RTA) of the Company. A copy of the said letter is attached herewith.

We request you to take the above on your record in accordance with **Regulation 30** of the SEBI (Listing Obligations and Disclosures Requirements) Regulation, 2015.

You are kindly requested to take the same on record and inform all those concerned.

Thanking You.

Yours Sincerely,

For Compucom Software Limited

(Varsha Ranee Choudhary)

Company Secretary & Compliance Officer

ACS: 39034

Enclosed: A/a

To,

Date: 29.05.2024

Dear Shareholder(s),

Folio No.

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

This is to bring to your notice that SEBI, vide its circular dated November 03, 2021 (*subsequently amended by circulars dated December 14, 2021, March 16, 2023, and November 17, 2023*) mandated that the security holders (holding securities in physical form) are required to update all the below details.

- a) PAN
- b) Choice of Nomination (either opt-in or opt-out)
- c) Contact Details: Postal Address with PIN and Mobile Number
- d) Bank Account Details (Bank and Branch name, bank account number, IFS code)
- e) Specimen signature

The security holder(s), whose folio(s) do not have all the above details updated, shall be eligible:

- to lodge grievance or avail any service request from the RTA only after furnishing PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature.
- for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from **April 01, 2024**.

Since the aforesaid details with respect to the shares held by you in the Company are not present in the database in entirety, we request you to kindly furnish the same to us through the **Form ISR-1**, along with the necessary attachments / documents as stated in the form itself. The said Form can also be downloaded from our website at <http://www.mcsregistrars.com> While filling up the form, please strike out the portion(s) which are not applicable to you.

Please note that the PAN to be furnished by you **should be linked with Aadhaar**. In case the same is not so linked, you are requested to do the same **immediately**. In the event such linkage is not done then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which **no PAN** has been furnished.

For appointing a nominee, you are requested to furnish **Form SH-13**. A copy of the said form is available at our website at <http://www.mcsregistrars.com> While filling up the form, please strike out the portion(s) which are not applicable to you.

In case you do not wish to nominate any person as nominee with respect to the physical shares held by you, then please furnish **Form ISR -3** (declaration for opting out of nomination) which can be downloaded from our website at <http://www.mcsregistrars.com>

In case you wish to cancel / change nomination at a later date with respect to the physical shares held by you, please furnish **Form SH-14** A copy of the said Form can also be downloaded from our website at <http://www.mcsregistrars.com>

A copy of the said forms can also be downloaded from the website of the Company at <https://www.compucom.co.in>

The aforesaid documents as stated above can be provided to RTA by any of the following mode:

1. Through "In person Verification" at the office of the RTA. In that case kindly bring the original documents along with the copy/copies thereof. The copy/copies will be retained by the RTA after proper verification with the original;
2. Through hard copies which are self-attested to be sent to the office of the RTA
3. Through electronic mode with e-signature at the following e-mail addresses:

- helpdeskdelhi@mcsregistrars.com

In terms of the SEBI Norms if security holder updates the PAN, Choice of Nomination, Contact details including Mobile Number, Bank Account details and Specimen Signature after April 01, 2024, then the security holder would receive all the unclaimed/unpaid dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.

You are hence requested to take a note of the above and furnish the aforesaid documents immediately without any delay to the following address:

MCS Share Transfer Agent Limited
Unit: -----
F 65, 1st floor, Okhla Industrial Area,
Phase 1, New Delhi – 110020.

In case you have already furnished the aforesaid documents, kindly ignore this communication.

Thanking you,

Yours faithfully,
For Compucom Software Limited

Sd/-
(CS Varsha Ranee Choudhary)
M. No. ACS 39034
Company Secretary & Compliance Officer