

Regd. Office and works:

Mhow - Neemuch Road, Sector 1, CIN: L70100MP1983PLC002231
Pithampur - 454775, Dist. Dhar
Madhya Pradesh, India

Ph:- 07292-256205

Fax:- 0731-4041435

E mail:- investors@medicaps.com

Web site:- www.medicaps.com

MCL/SE/RTA/2024-2025

Date:-14.06.2024

Online filing at: www.listing.bseindia.com

To,
The General Manager
DCS-CRD
BSE Limited
Rotunda Building,
P.J. Tower, Dalal Street, Fort
MUMBAI - 400001

Subject: Intimation to the holders of physical shares in terms of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 regarding mandatory furnishing of PAN, KYC details and Nomination.

Ref: MEDI-CAPS LIMITED (BSE Scrip Code: 523144, ISIN: INE442D01010)

Dear Sir/ Madam,

In terms of Regulation 30 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 (the "SEBI Circular") as amended from time to time, please find enclosed copy of letter to be dispatched to shareholders holding shares in physical form. The Shareholders holding shares in physical mode are requested to furnish their PAN, KYC, Bank Details and Nomination details for updating to registrar and Share transfer Agent i.e. Ankit Consultancy Private Limited.

You are requested to please take on record the above said information for your reference and further needful.

Thanking You
Yours faithfully

FOR, MEDI-CAPS LIMITED

ABHISHEK JAIN
COMPANY SECRETARY &
COMPLIANCE OFFICER
M.N. A36699
(Encl.: As above)

MC MEDI-CAPS LIMITED

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S.No.

Date :

Name of sole

/First Holder :

Address :

Registered Folio No. :

Number of shares held :

Second Holder :

Third Holder :

Dear Shareholder,

Sub. : Mandatory Furnishing of Bank Account Details, PAN, KYC Contact Details (Postal Address with PIN and Mobile Number) and Nomination by holders of physical securities.

Ref. : SEBI Circular dated November 03, 2021 subsequently amended by circulars dated December 14, 2021, March 16, 2023, Master circular dated May 17, 2023 and November 17, 2023 (now rescinded due to issuance of the Master Circular for Registrars to an Issue and Share Transfer Agents dated May 7, 2024)

In compliance with the above SEBI Circular(s), it is mandated for holders of physical securities to provide their PAN, Choice of Nomination, Contact Details (Postal Address with PIN and Mobile Number) Bank Account Details and Specimen Signature to the Registrar and Share Transfer Agent (RTA) of the Company.

Further as per the RTA records it is observed that you have not furnished the following documents / details to our RTA: (Refer Table -1 below):

Note:

1. Further, it is mandated that in case of non-updation of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.
2. If a security holder updates the PAN, Choice of Nomination, Contact Details (Postal Address with PIN and Mobile Number), Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation.
3. The relevant formats for Nomination and Updation of PAN/ KYC details and SEBI circulars are available at company website.
4. The relevant formats are also available on the website of our RTA at www.ankitonline.com as per the following links.

Table-2

Form	Website Link
ISR-1	https://www.ankitonline.com/PDF/ISR_1.pdf
ISR-2	https://www.ankitonline.com/PDF/ISR_2.pdf
ISR-3	https://www.ankitonline.com/PDF/Form_ISR_3.pdf
SH-13	https://www.ankitonline.com/PDF/form_sh_13_registration_of_nomination.pdf
SH-14	https://www.ankitonline.com/Content/Doc/Name/PANKYC/SH-14%20Cancellation%20or%20variation%20of%20nomination.pdf
SEBI circular dated 03.11.2021	https://ankitonline.com/Content/Doc/SEBI/03.11.2021.PDF
SEBI circular dated 14.12.2021	https://ankitonline.com/Content/Doc/SEBI/14.12.2021.pdf
SEBI circular dated 16.03.2023	https://www.ankitonline.com/Content/Doc/SEBI/16_March_2023.pdf
SEBI Master Circular dated 17.05.2023	https://www.ankitonline.com/Content/Doc/SEBI/17.05.2023_Master_circular.pdf
SEBI circular dated 17.11.2023	https://ankitonline.com/Content/Doc/SEBI/17.11.2023.pdf
SEBI Master Circular dated 07.05.2024	https://www.ankitonline.com/Content/Doc/SEBI/07.05.2024_Master_Circular.pdf

We, therefore request you to furnish the documents / details, as per Table 1 given above, to our RTA, M/s Ankit Consultancy Private Limited at the earliest

Please note that you may use any ONE of the following modes for submission:

- a) through 'In Person Verification' (IPV): the authorized person of the RTA shall verify the original documents furnished by the investor and retain copy(ies) with IPV stamping with date and initials
- b) through hard copies which are self-attested and dated
- c) through electronic mode with e-sign, as elaborated under the said circular.

The Contact details of our RTA are given below:

M/s. Ankit Consultancy Pvt. Ltd.

60, Electronic Complex, Pardeshipura, Indore (M.P.) - 452 010

Tel. No. 0731-4065799, 4065797, 4949444

Email : investor@ankitonline.com / Website : www.ankitonline.com

Thanking you.

Yours faithfully,

For, MEDI-CAPS LIMITED

Sd/-

Abhishek Jain

(Company Secretary & Compliance Officer)