



Punjab Communications Limited

PCL/CS/16431

25th September, 2024

The Bombay Stock Exchange Ltd,
Pheroze Jeejeeboi Tower
Dalal Street
Mumbai-400001

SUB: Regarding Intimation letter sent to shareholders of the company holding shares in physical form for updation / registration of PAN, KYC and Nomination details

Dear Sir,

Pursuant to the SEBI Circular dated 3rd November, 2021 (subsequently amended by Circulars dated 14th December, 2021, 16th March, 2023, 17th May, 2023, 26th September, 2023 and 17th November, 2023) read with point no. 18 of Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023, we would like to inform the exchange that Punjab Communications Limited has completed the dispatch of Intimation Letter to Shareholders holding shares in physical form on 24th September, 2024 with the purpose of sensitizing them for updation / registration of their PAN, KYC and Nomination details.

Further, the soft copies of prescribed forms are available on the website of the Company i.e www.puncom.com and website of M/s Alankit Assignments Limited being RTA of the Company i.e www.alankit.com for easy access & downloading.

A copy of Intimation Letter sent to physical shareholders in this regard is enclosed for your reference and record please.

Thanking you,

Yours faithfully,
For Punjab Communications Limited

(Company Secretary)

Encl.: As Above

Regd. Office: B-91, Phase VIII, Indl. Area, S.A.S. Nagar, Mohali (Punjab) -160 071 India

Phone No.: +91-172-2237101 (4 Lines), +91-172-5022901 (4 Lines)

Fax No.: +91-172-2237125, Email : puncom@puncom.com

CIN: L32202PB1981SGC004616 Website : www.puncom.com



Punjab Communications Limited

Regd. Office : B-91, Phase VIII, Industrial Area, Mohali (Punjab) - 160 071 India

Phone No. : 0172-2237101-04

Fax : 0172-2237125 | Email ID : shareholders@puncom.com

CIN: L32202PB1981SGC004616 | Website : www.puncom.com

TO THE SHAREHOLDERS OF PUNJAB COMMUNICATIONS LIMITED HOLDING SHARES IN PHYSICAL FORM :

Dear Shareholder,

Date: September 20, 2024

Sub: Mandatory Updation of KYC/Nomination details-

The Securities and Exchange Board of India ("SEBI"), vide its Circular dated November 03, 2021 (subsequently amended by Circulars dated December 14, 2021, March 16, 2023, May 17, 2023, September 26, 2023 and November 17, 2023) has mandated that the shareholders holding securities in a listed entity in physical form, shall update/furnish the PAN, Nomination, Contact Details (i.e. complete postal address, phone/mobile number, email address), bank account details and specimen signature in their folio(s) failing which the benefits arising on such securities would be with held. Further, no other service request including request for issue of duplicate share certificate, transposition etc. will be entertained by Company in such cases, till requisite information is updated in records of the Company.

We have noticed that you are holding shares of PUNJAB COMMUNICATIONS LIMITED ("the Company") in physical form and that you have not yet updated your complete KYC details. Please note that the Aadhar seeded PAN of all holders, Choice of Nomination, Contact Details (i.e. phone/mobile number, email address, postal address with PIN), bank account details of first holder, latest specimen signature of all holders are required to be updated in the records of the Company.

In this regard and in continuation of our earlier communication, dated May 11, 2023, as per our record your KYC details, BANK details PAN, Specimen Signature/s, Nomination etc. are not available in the folio. Therefore, it is once again requested to please submit the following details in prescribed formats along with the supporting document/s to complete your KYC details.

We request you to send the below details to Alankit Assignments Limited (Unit: Punjab Communications Limited), 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055 by post or through email at kycupdate@alankit.com at the earliest.

1. Self-attested copy of PAN card & Address proof (Preferably Aadhar) of the shareholder/s as per FORM ISR-1.
2. Confirmation of Specimen Signature and Bank details from your Banker along with Cancelled cheque leaf with printed name (If name is not printed on the cheque, please provide legible copy of Bank passbook/Bank statement with Bank's stamp) as per FORM ISR-2.
3. Duly filled in and signed form for NOMINATION as per Form No. SH-13 or duly signed Form No. ISR-3 in case Nomination is not required.
4. Duly filled in and signed Form No. SH-14 as well as Form No. ISR-3 for cancellation of nomination. Further, duly filled in and signed Form No. SH-14 only for change in the Nominee(s).
5. Valid Mobile No & Email address to be provided as per prescribed format.
6. The Securities holder/claimant shall submit filled up Form ISR-4 as per prescribed format, in case of processing of service request for issue of duplicate share certificate or any other service request. **Shareholders may note that no physical Duplicate share certificate will be issued and on receipt of complete documents a Letter of Confirmation will be issued which need to be mandatorily dematerialised within 120 days.**

All forms mentioned above and other relevant information are available on the website of the Company www.puncom.com

Further, SEBI had issued SEBI (Listing Obligations and Disclosure Requirements) 4th Amendment Regulations, 2018 and amended the provision relating to transfer of listed Securities. The amendment mandates that a request for transfer of securities shall not be processed unless the securities are held by the shareholders in dematerialized form. The aforesaid amendment is already effective from April 01, 2019.

"THEREFORE, SHAREHOLDERS ARE REQUESTED TO COMPLETE THE KYC AND GET THEIR SHARES COMPULSORILY DEMATERIALIZED ON PRIORITY."

Yours Faithfully,

FOR PUNJAB COMMUNICATIONS LIMITED

Sd/-

PRATIMA YADAV

(Company Secretary & Compliance Officer)

Tel: +91-172-2237101-04

Email id: shareholders@puncom.com

Web : www.puncom.com

RTA Correspondence Address:

ALANKIT ASSIGNMENTS LIMITED

205-208, ANARKALI COMPLEX, JHANDEWALAN
EXTENSION, New Delhi -110055

Tel: +91-11- 42541234

Email: kycupdate@alankit.com

Web: www.alankit.com