



MAHAAN FOODS LIMITED

Registered Office: 406, 4th Floor, Worldmark 2, Asset No. 8, Aerocity Hospitality District, New Delhi-110037 India

Ref: BSE/MFL/2024-25/23-08

Date: August 23, 2024

To,
BSE Limited,
P J Towers, Dalal Street,
Mumbai-400001

Scrip ID: MAHAANF Scrip Code: 519612

Sub: Intimation of letter sent to physical Shareholders with respect to updating of KYC and electronic payment of dividend:

Pursuant to the Securities Exchange Board of India (“SEBI”) Circulars No.: SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023 read with other relevant circulars of SEBI, as applicable if any, the Company has initiated dispatch of intimations to Shareholders holding securities of the Company in physical form with respect to mandatory furnishing of PAN, KYC details, nominations, electronic payment of corporate benefits and other details/information as required. A copy of the intimation letter sent by the Company’s Registrar and Share Transfer Agent (“RTA”) M/s Alankit Assignments Ltd.(Unit: Mahaan Foods Limited), 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi- 110055 to the Shareholders (enclosed herewith).

Above letter with necessary annexures are also available on company’s website www.mahaanfoods.com

You are requested to take note of the same on your records.

Thanking you
Yours faithfully
For Mahaan Foods Limited

Shivam Sharma
Company Secretary & Compliance Officer
M. No.: A42083
Place: New Delhi

Encl.: As above

CIN: L15419DL1987PLC350285

+91 11 43107200

info@mahaanfoods.com

<http://www.mahaanfoods.com>

?? August,2024

Shareholders
Name and other details

Subject: Request to update Permanent Account Number (“PAN”) linked with Aadhaar, KYC Details and Nomination in respect of shares held in physical form in Mahaan Foods Limited (“the Company”) and dematerialize the same

Dear Shareholder(s),

This is to inform you that Securities and Exchange Board of India (“SEBI”) vide its Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 7th May 2024, as amended from time to time, has mandated that shareholder(s) holding share(s) in physical form shall furnish a self-attested copy of PAN linked with Aadhaar, KYC details, choice of Nomination, Contact details (Postal Address with PIN and Mobile Number), Bank A/c details and Specimen signature for their corresponding folio numbers to the Company/ Registrar and Share Transfer Agent (“RTA”) to process investor’s service requests. Further, according to the FAQs issued by SEBI for the RTAs dated 4th January 2024 the shareholder(s) whose folio(s) are not updated with aforesaid documents/ details, shall be eligible:

- To lodge grievance or avail any service request from the RTA only after furnishing aforesaid documents/ details; and
- To receive any payments including dividend in respect of such folios, only through electronic mode, effective from 1st April 2024.

In view of the above, please arrange to share the below mentioned details/ documents for updation of:

- a) KYC details: Duly filled in Form ISR-1 along with:
 - Self-attested copy of your PAN card (including PAN card of the joint holders, if any, duly self-attested by them) linked with Aadhaar;
 - Bank account details i.e., bank name, branch name, account number and IFSC Code supported by self-attested bank statement or original cancelled cheque leaf;
 - Postal address with PIN Code along with self-attested copy of valid address proof; and
 - Mobile number and E-mail address;
- b) Specimen signature: Duly filled Form ISR-2, signed by share holder(s), and attested by the Bank Manager with their official seal mentioning their employee code; and
- c). Nomination for the aforesaid folio(s) - Form SH-13 for registering nominee or ‘Declaration to Opt- out’ in the Form ISR-3 in case you do not wish to nominate any person.
For changing a registered nomination, duly filled and signed Form SH-14*. Also please provide the KYC documents of the Nominee, if any.

SEBI Registration. Nos.

INB230881235, INF230881235, INE230881235, INB010881234, INF010881234, INE010881234, INE260881235, INB050881235, INP000001363, IN-DP-NSDL-14-96, IN-DP-CDSL-43-99

CIN : U74210DL1991PLC042569

Registered Office : 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi – 110055, India

Corporate Office : Alankit House, 4E/2 Jhandewalan Extension, New Delhi – 110055, India

Phone : +91-11-4254 1234 / 2354 1234 | **Fax** : +91-11-2355 2001 | **Website** : www.alankit.com | **e-mail** : info@alankit.com

Regional Office : R. R. House, Ideal Industrial Estate, Opp. New Empire Mills, Senapati Bapat Marg, Lower Parel (West), Mumbai – 400 013, India

Phone : +91-22-4348 1200 / 400 | **Fax** : +91-22-4058 1206 | **e-mail** : alankitmumbai@alankit.com

**in case of cancellation of nomination by shareholder(s) through Form SH-14, declaration to Opt-out in Form ISR-3 shall also be provided by the shareholder(s)*

You may refer to SEBI Master Circular, relevant Investor Service Request Forms and contact details for sending requisite documents/ details, on the investor relation section of website of the Company www.mahaanfoods.com.

Further, SEBI has mandated that transfer of securities held in physical form shall not be processed unless the same are dematerialized. In view of this we request you to dematerialize your shares with a Depository Participant at the earliest.

We request you to send the aforesaid KYC details/ documents and request for dematerialization by any one of the following mode:

- I. Through 'In Person Verification' (IPV): the original documents furnished by the investor and cop(ies) retained with IPV stamping with date and initials.
- II. Through post by sending the hardcopies of the documents which shall be self-attested and dated, at Alankit Assignments Ltd.(Unit: Mahaan Foods Limited),205-208,Anarkali Complex, Jhandewalan Extension, New Delhi-110055.
- III. Through electronic mode from your registered e-mail ID, by electronically (digitally signed) all the documents at rta@alankit.com

Online Dispute Resolution ("ODR"): SEBI vide its Master Circular SEBI/HO/OIAE/OIAE_IAD-1/P/CIR/2023/145 dated 11th August 2023, has introduced ODR Portal, which is in addition to the existing SCORES platform which can be utilized by the investors and the Company for dispute resolution. Please note that the investors can initiate dispute resolution through the ODR portal (<https://smartodr.in>) only after exhausting the option to resolve dispute with the Company and on the SCORES platform.

Thanking you,
Yours faithfully,

For: Alankit Assignments Ltd.

Unit: Mahaan Foods Limited

Sd/-

Encl.: as above

This is computer generated letter and does not require signature.

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