

# REGENT ENTERPRISES LIMITED

Regd. Office:-E-205 (LGF), Greater Kailash II, New Delhi-110048

Telephone no. 011 41610287, CIN-L15500DL1994PLC153183

Email: [legal@regententerprises.in](mailto:legal@regententerprises.in), Website: [www.regententerprises.in](http://www.regententerprises.in)

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July 26, 2024

To,  
Corporate Relationship Deptt.,  
**BSE Limited**  
1<sup>ST</sup> Floor New Trading Ring,  
Rotunda Building, P. J. Towers,  
Dalal Street, Fort, **Mumbai-400 001.**

**Scrip Code: 512624**

**Subject: Compliance of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023.**

**Re: Letter sent to the shareholders of the company for furnishing of PAN, KYC details and Nomination details etc..**

Dear Sir / Madam,

In compliance with the provisions of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, we wish to inform you that in terms of the aforesaid circular, the company has sent/dispatched the letter to the Shareholders of the company today i.e. July 26, 2024, for furnishing of PAN, KYC details and Nomination details etc. in respect to their folios/Demat Accounts.

A copy of the letter sent is enclosed herewith.

The above information is also available on the website of the Company i.e. [www.regententerprises.in](http://www.regententerprises.in).

This is for your kind information and record, please.

Thanking You,

Yours faithfully,  
**For Regent Enterprises Limited**

**Mamta Sharma**  
**Company Secretary**  
**& Compliance Officer**

Encl: a/a



# Regent Enterprises Ltd

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Email: [legal@regententerprises.in](mailto:legal@regententerprises.in)

Date :26-07-2024

Dear Shareholder,

Folio No. :

Name of the Shareholder:

Address:

## Subject: Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination

1. With reference to captioned subject, we would like inform you that, the Securities and Exchange Board of India ("SEBI") has vide its circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 3<sup>rd</sup> November, 2021, laid down common and simplified norms for processing Shareholder's service request by RTAs. The said circular was effective from 1<sup>st</sup> January, 2022 and also requires persons holding shares in Physical Form for mandatory furnishing of PAN, KYC details & nomination, freezing of folios without valid PAN, KYC details & Nomination, compulsory linking of PAN and Aadhaar by Shareholders.

Further, the SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14<sup>th</sup> December, 2021 has provided clarifications to the circular dated 3<sup>rd</sup> November, 2021 (collectively referred to as 'the Circulars'), copies of the Circulars together with the relevant forms are available on the website of the Company and Satellite Corporate Services Private Limited, the Registrar and Transfer Agent ("RTA") at [www.regententerprises.in](http://www.regententerprises.in) and [www.satellitecorporate.com](http://www.satellitecorporate.com) respectively.

In view of above, we in your own interest, request you to kindly submit the self-attested details / documents mentioned in following table to the RTA at the earliest possible at their address mentioned below.

Sr. No.	Documents / details to be provided by Shareholder(s)	Form Required to be submitted
1	Valid Pan Linked with Aadhar	ISR-1
2	Postal Address with PIN	ISR- 1
3	E-mail address	ISR-1
4	Mobile Number	ISR-1
5	Bank account details	ISR-1
6	Signature (in case of change in signature)	ISR-2
7	Nomination Registration	SH-13
8	Cancellation or variation of Existing Nomination	SH-14
9	Declaration to opt-out of nomination	ISR-3

(\*The aforesaid Forms can be downloaded from the Company website at [www.regententerprises.in](http://www.regententerprises.in) or that of RTA website at [www.satellitecorporate.com](http://www.satellitecorporate.com).. Kindly ignore if already submitted.

**Kindly submit the aforesaid self-attested details / documents to RTA at the following address:**

**Satellite Corporate Services Private Limited**

**Unit: Regent Enterprises Ltd**

Office No. A 106 & 107, Dattani Plaza,

East West indl.Compound, Andheri Kurla Road,

Safed Pool, Sakinaka, Mumbai 400072.

Tel.: 022 285204461/462

You can also e-mail the aforesaid details / documents duly e-signed / digitally signed (DSC) through your e-mail registered with Satellite Corporate Services Private Ltd. (RTA) to

[service@satellitecorporate.com](mailto:service@satellitecorporate.com).

Further, we would like to draw your attention that, Satellite Corporate Services Pvt. Ltd. , RTA will not process any service request or complaint from Shareholder(s)/Claimant(s), for those Folios wherein the details/documents mentioned in the aforesaid table are not available.

You are requested to kindly go through the SEBI Circulars and comply and submit the aforesaid details/documents to Satellite Corporate Services Private Limited, RTA at the earliest. In case of any clarification/assistance, please contact with the RTA / the Company at [Tel: 022-28520461/62](tel:022-2852046162) & Tel.: [9999490990](tel:9999490990) respectively

2. We further state that in view of advisory email dated 17<sup>th</sup> January, 2024 received from SEBI, Companies are required to pay the corporate benefits such as dividend, Interest, redemption amount etc. shall be paid through Electronic mode only. In view of the above no corporate benefits will be paid through physical instruments

3. **ONLINE DISPUTE REDRESSAL MACHANISM:**

The Securities and Exchange Board of India (SEBI) vide circular no. SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/131 on July 31, 2023 has introduced a common Online Dispute Resolution ("ODR") mechanism to facilitate online resolution of disputes arising in the Indian securities market. The said circular was further amended by SEBI on August 4, 2023 (vide corrigendum - ref. no. SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/135). The ODR Portal provides an additional mechanism to resolve the grievances is explained on the Website of the RTA as well as Issuer.

Thanking you,

Yours Faithfully,

For **Regent Enterprises Ltd**

Sd/-  
Company Secretary and Compliance Officer

This communication is computer generated and hence does not require signature

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Date: 26-07-2024

Dear Shareholder(s),

We wish to bring to your kind notice provisions of the following SEBI circulars:

A. Circular No. SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/131 dated July 31, 2023 followed by Corrigendum cum Amendment vide Circular No. SEBI/HO/OIAE/OIAE\_IAD1/P/CIR/2023/135 dated August 4, 2023

B. Circular no. SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated September 26, 2023 read with SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023

The salient points of the above-mentioned SEBI Circulars are as follows-

**A. SEBI Circular No. SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/131 dated July 31, 2023 followed by Corrigendum cum Amendment vide Circular No. SEBI/HO/OIAE/OIAE\_IAD1/P/CIR/2023/135 dated August 4, 2023 - Online Resolution of Disputes in the Indian Securities Market**

The Securities and Exchange Board of India (SEBI) vide circular no. SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/131 on July 31, 2023 has introduced a common Online Dispute Resolution (“ODR”) mechanism to facilitate online resolution of disputes arising in the Indian securities market. The said circular was further amended by SEBI on August 4, 2023 (vide corrigendum - ref. no. SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/135). The ODR Portal provides an additional mechanism to resolve the grievances in the following manner:

**1. Level 1 – Raise with Registrar and Transfer Agent (“RTA”)/ Company:**

Initially, all grievances/ disputes/ complaints against the Company are required to be directly lodged with the RTA/ the Company. Shareholders may lodge the same with-

- a. RTA by sending an email to [investorservice@satellitecorporate.com](mailto:investorservice@satellitecorporate.com) or through physical correspondence at the address of the RTA available on the website of the Company.
- b. Company by sending an email at [www.regententerprises.in](http://www.regententerprises.in) or by sending physical correspondence at-  
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New Delhi-100048

**2. Level 2 – SEBI SCORES:**

For grievances/ disputes/ complaints which are not redressed satisfactorily at Level 1, the investor/client may in accordance with the SCORES guidelines, escalate the same through SEBI Complaints Redress System (“SCORES”) portal in accordance with the process laid out therein. The SCORES portal may be accessed at <https://www.scores.gov.in>. FAQs on the

process to be followed for registration / lodging complaints / disputes, is available at <https://scores.gov.in/scores/Docs/FAQ-SCORES.pdf>

### **3. Level 3 – ODR Platform:**

In case the shareholder is not satisfied with the resolution provided at Level 1 or 2, then the online dispute resolution process may be initiated through the ODR portal within the applicable timeframe under law.

#### **4. Important Notes:**

a) This is to clarify that the shareholder(s) may initiate dispute resolution through the ODR Portal without having to go through SCORES Portal (i.e., From Level 1 to Level 3), if the grievance lodged with the Company is not resolved satisfactorily or at any stage of the subsequent escalations prior to or at the end of such escalation/s.

b) The dispute resolution through the ODR portal can be initiated only when such complaint / dispute is not under consideration in terms of the paragraphs above or SCORES guidelines as applicable or not pending before any arbitral process, court, tribunal, or consumer forum or if the same are non-arbitrable in terms of Indian law (including when moratorium under the Insolvency and Bankruptcy Code is in operation due to the insolvency process or if liquidation or winding up process has been commenced against the Market Participant)

c) There is no fee for registration of complaints / disputes on the ODR Portal. However, the process of conciliation / arbitration through ODR portal may attract fee and the same shall be borne by the concerned investor/ listed entity/ its RTA (as the case may be).

The aforesaid SEBI circular/ corrigendum can be accessed on the website of SEBI at <https://www.sebi.gov.in/> or on the Company's website at [www.regententerprises.in](http://www.regententerprises.in)

Member(s) are requested to go through the SEBI circular(s) for necessary guidance on the matter.

B. We further state that in view of advisory email dated 17th January, 2024 received from SEBI, Companies are required to pay the corporate benefits such as dividend, Interest, redemption amount etc. shall be paid through Electronic mode only. Therefore kindly update your bank details in your demat account.

It is observed that even though you are holding shares in demat mode, we are unable to get the email id in the data received from Depository. Kindly register your email id and / if already registered, enable in your demat to receive the communication through email.

Thanking you,  
For **Regent Enterprises Ltd**

Sd/-

Company Secretary and Compliance Officer

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