



Ref. No. : ICIL/BSE/24-25/General-01

Date: 18/07/2024

To,
The Manager,
Dept. of Corporate Services,
BSE Ltd.
P J Towers, Dalal Street,
Fort, Mumbai – 400 001.

Dear Sir,

Company Scrip Code: 532100.

Ref.: SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023.

Sub: Intimation of intimation given to the holders holding physical securities to furnish PAN, KYC and Nomination Details.

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith a copy of letter sent to the shareholders holding shares in physical mode to furnish their valid PAN, KYC, Signature specimen, bank details, nomination details etc. to the Registrars and Transfer Agent of the Company through registered post on 10th July, 2024 in compliance with the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023.

Further the prescribed forms as per the above said SEBI circular are available on the website of the company.

You are requested to take the same on your records.

Thanking you,
Yours truly,
For Indo-City Infotech Ltd.

Gourav Gupta
Company Secretary- Cum-Compliance Officer

Dear Shareholder(s),

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

The Securities and Exchange Board of India ('SEBI') vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 has mandated for all the security holders holding securities in physical form to furnish/update PAN, email address, mobile number, bank details and nomination with specimen signature to the Registrar & Share Transfer Agent (RTA) of the Company. **The folios wherein anyone of the aforesaid documents/details are not available on or after October 01, 2023, shall be frozen by the RTA as per the directive of SEBI.**

In view of the aforesaid regulatory requirements, shareholders holding shares in physical form are requested to furnish the following document(s)/details immediately to the Company's RTA in the relevant forms, as mentioned below:

Sl. No.	Form No.	Purpose
1	ISR-1	Request for registering PAN, KYC Details, Bank Account Details or changes/updating thereof
2	ISR-2	Confirmation of Signature of shareholder by the Banker (in case of major mismatch in the signature of the shareholder)
3	ISR-3	Declaration Form for Opting-out of Nomination (if any)
4	SH-13	Registration of Nomination
5	SH-14	Change/Cancellation of Nomination

Please note that the above-mentioned forms are available in the website of the Company at www.indocity.co

Shareholders are requested to send all the required documents/details, duly signed, to the Company's RTA i.e. MCS Share Transfer Agent Limited through the modes as mentioned in the aforesaid SEBI circular.

The security holder(s) whose folio(s) have been frozen are eligible to:

- lodge grievance or avail any service request from the RTA only after furnishing the complete documents/details as mentioned in the aforesaid SEBI Circular and the RTA shall revert the frozen folios to normal status upon receipt of all the documents/details; and



MCS Share Transfer Agent Limited

3B3 3rd FLOOR GUNDECHA ONCLAVE KHERANI ROAD
SAKINAKA ANDHERI EAST MUMBAI 400072

Phone No: 022-28516021-22, 022-46049717, Email: helpdesk@mcsregistrars.com
Website: www.mcsregistrars.com, CINNOU67120WB2011PLC168872



Folio No.

Unit : Indo-City Infotech Ltd.

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) Contact Details: Postal Address with PIN and Mobile Number
- c) Bank Account Details (Bank and Branch name, bank account number and IFS code)
- d) Specimen signature through ISR 2 along with a cancelled cheque. (Form can also be downloaded from our website <http://www.mcsregistrars.com>)

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 <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.

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:
 - helpdesk@mcsregistrars.com



MCS Share Transfer Agent Limited

3B3 3rd FLOOR GUNDECHA ONCLAVE KHERANI ROAD
SAKINAKA ANDHERI EAST MUMBAI 400072

PhoneNo: 022-28516021-22,022-46049717, Email: helpdesk@mcsregistrars.com
Website: www.mcsregistrars.com, CINNOU67120WB2011PLC16872



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.

For your benefit, we would also request you to appoint a nominee and for the purpose please furnish Form SH-13. A copy of the said form is available at our website <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 <http://www.indocity.co>

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

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

Thanking you,

Yours faithfully,
For MCS Share Transfer Agent Limited

Investor Services Section

This is a Computer generated letter and hence no signature is required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.

DEPARTMENT OF POSTS

ANNEXURE

DATE: - 10/07/2024

Dear Sir,

Ref: POSTING PROOF OF MAILED ARTICLES

Articles will be sorted by pin code wise & stamped.

Company Name: - MCS Share Transfer Agent Ltd, **Unit:** Indo-City Infotech Ltd,
Mumbai-400 072

ACKNOWLEDGEMENT OF MAILED ARTICLES

PARTICULARS	Qty	Rate	Total Amount
Ordinary Post Letter	70	6.00	420.00
	70		
	Total Amount		420.00

Kindly acknowledge the same.

Thanking you.



Date of Posting