

Ref: HIL/SE/2024-25/017

June 10, 2024

To  
**BSE Limited**  
P.J. Towers, Dalal Street  
Mumbai – 400 001  
*Scrip Code: 509675*  
*Through: BSE Listing Centre*

To  
**National Stock Exchange of India Limited**  
5<sup>th</sup> Floor, Exchange Plaza, Bandra (E),  
Mumbai – 400 051  
*Scrip Symbol: HIL*  
*Through: NEAPS*

**Sub: Communication to the shareholders to update KYC details, PAN and Nomination as per SEBI Master Circular No. No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/70 dated May 17, 2023**

**Ref: Regulation 30 of SEBI LODR Regulations, 2015**

Dear Sir/Madam,

Pursuant to Regulation 30 of SEBI LODR Regulations, 2015 read with captioned SEBI circular dated May 17, 2023, as amended, please find enclosed herewith a copy of the letter sent to the shareholders whose KYC, bank mandate, nomination details, etc. are not updated with the Company, urging them to furnish their requisite details to update the same at the earliest.

This is for your information and records.

Yours faithfully,  
**For HIL Limited**

**Nidhi Bisaria**  
**Company Secretary & Compliance Officer**  
**Membership No. F5634**

Encls. As stated

## HIL Limited

CIN: L74999TG1955PLC000656

Regd. Office: Office Nos. 1 & 2, L7 Floor, SLN Terminus, Survey No. 133, Beside Botanical Garden, Gachibowli, Hyderabad - 500032, Telangana, India; Ph. No.: +91 40 68249000 | [cs@hil.in](mailto:cs@hil.in) | [www.hil.in](http://www.hil.in)

Dear shareholder,

**SUB: REMINDER FOR UPDATION OF KYC (PAN, NOMINATION, CONTACT DETAILS, BACK ACCOUNT DETAILS AND SPECIMEN SIGNATURE)**

**REF: SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/70 DATED MAY 17, 2023 & SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 DATED NOVEMBER 17, 2023**

We draw your kind attention to the above mentioned Circulars issued by SEBI mandating updation of KYC details i.e. PAN, Nomination, contact details, back account details and specimen signature of the shareholder holding shares in physical form. As per the said Circulars, effective January 1, 2024, Registrar and Share Transfer Agent (RTA) will not process any service requests or complaints received from the holder(s)/claimant(s) unless until all the above said KYC is updated hence shareholders holding shares in physical form must update all the KYC details before submitting any claim/request/compliant with the RTA. Further, as per the said Circulars, **with effect from April 1, 2024, any payment including dividend, interest or redemption payment in respect of physical folios shall be made only through electronic mode, after updation of all the said KYC details and no physical warrant/Demand draft be issued.** In this regard you are requested to refer the FAQs issued by SEBI by accessing the link: [https://www.sebi.gov.in/sebi\\_data/faqfiles/jan-2024/1704433843359.pdf](https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf) (FAQ No. 38 & 39).

Accordingly, as mandated by the said circulars, the dividend, if any, payable by the Company, against your holdings is liable to be withheld if the KYC details are not updated against your holding. For the purpose of updation of KYC details against your folio, you are requested to send the details as per the formats specified below along with the supporting documents:

- a. Form ISR-1 duly filled in along with self-attested PAN card and Aadhar as supporting documents for updation of KYC details;
- b. Form ISR-2 duly filled in with banker attestation of signature along with original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement; with latest passport size photograph of the account holder.
- c. Form SH-13 for updation of Nomination along with self-attested PAN card or any other proof of identify of Nominee/ Form ISR-3 for opting-out of nomination/ Form SH 14 for Cancellation or Variation of Nomination.

A copy of above mentioned forms is enclosed herewith and can also be downloaded from the website of the Company <https://hil.in> > **Investor section > General information > KYC Updation** or can also be downloaded from the website of Registrar and Share Transfer Agent, Venture Capital and Corporate Investments Pvt. Ltd <https://www.vccipl.com/>

The above duly filled forms along with all supporting documents shall:

- ✓ either be sent to RTA in physical form through courier to Venture Capital and Corporate Investments Pvt. Ltd., "AURUM", 4th & 5th Floors, Plot No.57, Jayabheri Enclave Phase – II,

Gachibowli, Hyderabad - 500032, Tel: 040 - 23818475/23818476 email:  
[investor.relations@vccipl.com](mailto:investor.relations@vccipl.com); or

- ✓ through electronic mode, by emailing to the Company at [cs@hil.in](mailto:cs@hil.in) or to RTA at [investor.relations@vccipl.com](mailto:investor.relations@vccipl.com) provided that the email id of the shareholder is registered and documents are digitally signed.

In case of shares are held by the joint shareholders, BOTH shareholders shall sign all the forms and documents.

Please treat this as our specific intimation for updation of KYC details as mandated vide SEBI Master Circular dated May 17, 2023 read with Circular dated November 17, 2023.

Thanking you.

Yours faithfully,  
**For HIL Limited**

Sd/-  
Nidhi Bisaria  
**Company Secretary & Nodal Officer**

Encls: As stated above

# Form ISR – 1

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

**A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box) Date :** / /

<input type="checkbox"/> PAN	<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
<input type="checkbox"/> Bank details	<input type="checkbox"/> Registered Address	<input type="checkbox"/> E-mail address

**B. Security and KYC Details [ to be filled in by the First Holder ]:**

<b>Name of the Issuer Company</b>		<b>Folio No.</b>	
<b>Face value of Securities</b>		<b>Number of Securities</b>	
<b>Distinctive number of Securities (Optional)</b>	<b>From</b>	<b>To</b>	
<b>E-mail Address</b>			
<b>Mobile Number</b>			

**C. I/We are submitting documents as per Table below (tick✓ as relevant, refer to the instructions):**

<b>Name(s) of the Security holder(s) in Capital as per PAN</b> Copies of PAN Cards of all the Holder(s) duly self-attested with date to be enclosed with this Form.	<b>PAN</b>	<b>PAN Linked to Aadhaar -Y/N</b> Tick any one [✓] *
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

**Note:** \* PAN shall be valid only if it is linked to Aadhaar by March 31, 2023, or any other date as may be specified by CBDT.

Check Status of PAN linked with Aadhaar at <https://www.incometax.gov.in/iec/foportal> For Exemptions/Clarifications on PAN refer Instruction.

<b>Bank Account Details of First Holder</b>		
<b>Name of the Bank &amp; Branch</b>		<b>IFSC</b>
<b>Bank A/c No.</b>		Tick any one [✓] Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [ ]

**Note:** Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

<b>Demat Account Number</b>	<b>16 digit DPid /Client id [ ]</b>
-----------------------------	-------------------------------------

**Also provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.**

**Authorization:** I / We authorise you (RTA) to update the above PAN and KYC details in my / our above Folio No, provided by me/us.

**Declaration:** All the above facts and documents enclosed are true and correct.

	<b>First Named Holder</b>	<b>Joint Holder - 1</b>	<b>Joint Holder - 2</b>	<b>Joint Holder - 3</b>
<b>Signature</b>				
<b>Name</b>				
<b>Address</b>				
<b>PIN</b>				

**Note:** If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf. (Use separate Annexure to Form ISR-1 to update the above PAN and other KYC details as provided in this form with the additional Folio(s) where you are the First Named holder of securities, in such issuer companies.)

I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

No.	✓	Document/Information /Details	Instruction/Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	PAN Card copies of all the holders duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2023, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to <u>Objection Memo</u> as specified in SEBI circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.
3	<input type="checkbox"/>	Proof of Address of the first Holder	<p><b>Provide self attested copy with date stamp of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder/claimant, duly signed by the Depository Participant with stamp.</li> <li><input type="checkbox"/> Unique Identification Number (UID) (Aadhaar)</li> <li><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance Bill*</li> <li><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill – Not more than 3 months old.</li> <li><input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organization stamp.</li> <li><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub- account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</li> <li><input type="checkbox"/> The proof of address in the name of the spouse*</li> </ul> <p><b>*Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant/ spouse.</b></p>
4	<input type="checkbox"/>	Bank details	Original cancelled cheque leaf bearing the name of first holder OR latest copy of the bank passbook/statement with details of bank name, branch, account number and IFSC duly attested by the bank. Alternatively, Bank details as per CML enclosed will be updated in the folio.
5	<input type="checkbox"/>	E-mail address (Optional)	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8	<input type="checkbox"/>	Nomination	<p><b>Submit these Form(s) separately for each listed company.</b> (Use any ONE of the following options.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>SH-13</b> For First Time Nomination</li> <li><input type="checkbox"/> <b>SH-14</b> For Cancellation or Variation in Nomination</li> <li><input type="checkbox"/> <b>SH-14 and ISR-3</b> For Cancellation of Nomination and to "Opt-Out"</li> <li><input type="checkbox"/> <b>ISR-3 To "OPT-Out"</b> of Nomination or if No Nomination is required</li> </ul>

Note:

- 1) In case of additional folios for securities held under the same First Named holder for Companies managed by the same RTA, details of such folios to be completed in Annexure to Form ISR-1 along with the required declaration and authorisation.
- 2) All the above blank forms along with the mode of submission are available on our website

# Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch				
2. Bank contact details Postal Address Phone number E-mail address				
3. Bank Account number				
4. Account opening date				
5. Account holder(s) name(s)	1) 2) 3)			
6. Latest photograph of the account holder(s)				
<table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 33%; height: 80px;">1<sup>st</sup> Holder</td><td style="width: 33%; height: 80px;">2<sup>nd</sup> Holder</td><td style="width: 33%; height: 80px;">3<sup>rd</sup> Holder</td></tr></table>	1 <sup>st</sup> Holder	2 <sup>nd</sup> Holder	3 <sup>rd</sup> Holder	
1 <sup>st</sup> Holder	2 <sup>nd</sup> Holder	3 <sup>rd</sup> Holder		
7. Account holder(s) details as per Bank Records				
a) Address				
b) Phone number				
c) Email address				
d) Signature(s)				
1) <table border="1" style="width: 200px; height: 40px;"></table>	2) <table border="1" style="width: 200px; height: 40px;"></table>	3) <table border="1" style="width: 200px; height: 40px;"></table>		
Seal of the Bank	Signature verified as recorded with the Bank			
	(Signature)			
Place:	Name of the Bank Manager			
	Employee Code			
Date:	E-mail address			

**Form No. SH-13**

**Nomination Form**  
**Pursuant to section 72 of the Companies Act, 2013 and rule**  
**19(1) of the Companies (Share Capital and Debentures) Rules 2014]     Date:    /    /**

To,  
**Name of the Company :** -----  
**Address of the Company:** -----  
 -----

I/We, the holder(s) of the securities particulars of which are given hereunder, wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

**(1) PARTICULARS OF THE SECURITIES** (in respect of which nomination is being made) :

Nature of Securities Tick ✓ as relevant	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) ( From – To )
Equity / Debs/ Bonds				

**(2) PARTICULARS OF NOMINEE/S** — [Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio ]

Name of Nominee			
Address of Nominee		Date of Birth	
Father's/Mother's/ Spouse's name		Occupation	
Relationship with the security holder		Nationality	
E-mail_id		Mobile No	

**(3) IN CASE NOMINEE IS A MINOR —**

Name of Guardian		Date of Birth	
Address of Guardian		Date of attaining majority	

Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
<u>Signature</u>				
<u>Name</u>				

**Witness Details:**

Name of Witness		Signature	
Address of Witness	_____ Pin: _____		
		Date	

\* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.

**Form SH-13 - INSTRUCTIONS**

[Please follow the instructions given below very carefully while filling in your Nomination request.]

<p><b>1. Nomination can be made only by individuals</b> applying/holding securities on their own behalf, singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The nomination will be registered only when it is complete in all respects including the signature of (a) all registered holder(s) (as per specimen lodged with the Company) /RTA and (b) the complete details of the nominee and witness being furnished.</p>
<p><b>2.</b> A minor can be nominated by a holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).</p>
<p><b>3.</b> The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a nominee on re-patriable basis provided RBI approval granted to the nominee is registered with the Company / RTA.</p>
<p><b>4.</b> In case you have multiple folios, then you may take a photocopy of this Form.</p>
<p><b>5.</b> Nomination request would be considered for securities held in physical form only.</p>
<p><b>6.</b> The nomination will be valid, if the registration of Nomination is done before the demise of the holder.</p>
<p><b>7.</b> The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).</p>
<p><b>8.</b> The Holder(s) can override (delete or change) an earlier nomination by executing a fresh Nomination Form SH-14 for which a fresh registration number will be allotted. The earlier nomination will automatically stand cancelled.</p>
<p><b>9.</b> In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.</p>
<p><b>10.</b> Nomination registration number will be allotted upon successful registration.</p>
<p><b>11.</b> The Company / RTA will entertain claims of registered nominees only.</p>
<p><b>12.</b> The Nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.</p>
<p><b>13.</b> Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.</p>
<p><b>■ For Office Use Only</b></p>
<p><b>■</b> Nomination Registration Number : _____</p>
<p><b>■</b> Date of Registration : _____</p>
<p><b>■</b> Checked and Signature of Employee : _____</p>