



# HB PORTFOLIO LIMITED

Regd. Office : Plot No. 31, Echelon Institutional Area, Sector - 32, Gurugram -122001 (Haryana)  
Ph.:0124-4675500, Fax:0124-4370985, E-mail:corporate@hbportfolio.com  
Website : www.hbportfolio.com, CIN : L67120HR1994PLC034148

10<sup>th</sup> December, 2024

Listing Centre

The Listing Department  
BSE Limited,  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort  
Mumbai – 400001

Company Code: 532334

**Sub: - Intimation under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 – Intimation to Shareholders holding shares in Physical Mode**

Dear Sir / Madam,

In terms of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and SEBI Master Circular bearing No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 07<sup>th</sup> May, 2024, we hereby enclose the specimen copy of Intimation letter dispatched on 09<sup>th</sup> December, 2024 to the shareholders holding shares in physical mode intimating about interim dividend payment withheld for the Financial Year 2024-25.

You are requested to take the above information on record and oblige.

Thanking you,

Yours truly,  
For HB Portfolio Limited

**MOHIT**  
**CHAUHAN**

Digitally signed by  
MOHIT CHAUHAN  
Date: 2024.12.10  
11:49:40 +05'30'

**MOHIT CHAUHAN**  
(Company Secretary & Compliance Officer)

Encl: As above



# HB PORTFOLIO LIMITED

Regd. Office: Plot No. 31, Echelon Institutional Area, Sector-32, Gurugram - 122001 (Haryana)  
Ph. : 124-4675500, Fax : 124-4370985, E-mail: corporate@hbportfolio.com  
Website: www.hbportfolio.com, CIN: L67120HR1994PLC034148

09<sup>th</sup> December, 2024

Dear Shareholder,

**SUB: INTIMATION REGARDING INTERIM DIVIDEND PAYMENT WITHHELD FOR THE FINANCIAL YEAR 2024-25**

In continuation to our Letter dated 02nd September, 2024, this is to inform you that an interim dividend of Re. 1/- (Rupee One only) per equity share of face value of Rs. 10/- each (i.e. 10%) for the Financial Year 2024-2025 was declared by the Board of Directors of the Company in its meeting held on 14th November, 2024 and the same was duly paid on 09th December, 2024 in electronic mode to the Shareholders whose KYC details are updated in the records of the Company.

**Since your KYC details are not complete, the interim dividend payable against your holding as mentioned above has been withheld and shall be released in electronic mode after updation of requisite KYC details.**

Hence, we request you to furnish the documents/ details as per following:

PARTICULARS	KYC FORMS
PAN	Form ISR-1
Address with PIN	
E-mail address	
Mobile Number	
Bank Details	
Specimen Signature	Form ISR-2
Nomination	Form SH-13 / SH-14 / ISR-3

*\*PAN furnished should be linked to Aadhaar. In case the same is not linked, the folio will be treated in the same manner as a folio for which PAN has not been furnished.*

To update KYC details against your folio, you are requested to provide the aforesaid documents in any of the following modes to our Registrar & Share Transfer Agent ("RTA"), **RCMC Share Registry Pvt. Ltd., B-25/1, First Floor, Okhla Industrial Area, Phase – II, New Delhi – 110020, Ph: 011-26387320, 26387321, Email: [investor.services@rcmcdelhi.com](mailto:investor.services@rcmcdelhi.com)**

- i) **Through web-portal:** Documents / Service Requests can be submitted on the web-portal of our RTA, RCMC Share Registry Private Limited - [www.rcmcdelhi.com](http://www.rcmcdelhi.com).
- ii) **Through Post:** by furnishing hard copies of self-attested documents.
- iii) **Through electronic mode with e-sign:** Documents / Service Requests can be sent through electronic mode with e-sign i.e. Digital Signature provided they are sent through e-mail id of the holder registered with RTA.

The RTA shall acknowledge the receipt of the documents received under (ii) & (iii) by intimating the shareholder through post or by sending e-mail on the e-mail ID as registered in our records.

The aforesaid KYC forms are available on website of RTA i.e. [www.rcmcdelhi.com](http://www.rcmcdelhi.com) and also on website of Company i.e. [www.hbportfolio.com](http://www.hbportfolio.com)

In case you require any assistance in the matter, you may contact the RTA of the Company (RCMC Share Registry Pvt. Ltd.) mentioning the Company name and Folio number.

Thanking You,  
Yours faithfully  
For **HB Portfolio Limited**

Sd/-  
**Mohit Chauhan**  
Company Secretary