



## IOL CHEMICALS AND PHARMACEUTICALS LIMITED

24<sup>th</sup> September 2024  
IOLCP/CGC/2024

**National Stock Exchange of India Ltd.**  
Exchange Plaza, Plot no. C/1, G Block,  
Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051  
Security Symbol: **IOLCP**

**BSE Limited**  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai- 400 001  
Security Code: **524164**

**Sub: Dispatch of Reminder letter to shareholders to update KYC**

Dear Sirs,

Pursuant to Regulation 30 read with Schedule III, Part A, Para A of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we would like to submit that in terms of the provisions of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March 2023, we have completed the dispatch of reminder letters on 23/09/2024 to the identified shareholders, holding shares in physical mode, to update their KYC. The copy of the said letter is enclosed herewith.

This is for your information and records.

Thanking you.

Yours faithfully,  
For IOL Chemicals and Pharmaceuticals Limited

Abhay Raj Singh  
Sr. Vice President & Company Secretary



# IOL CHEMICALS AND PHARMACEUTICALS LIMITED

CIN: L24116PB1986PLC007030

Registered Office: Village & Post Office Handiaya, Fatehgarh Channa Road, Barnala, 148107, Punjab (India)

Corporate Office: 85 Industrial Area 'A', Ludhiana – 141003

Tel: +91-161-2225531 – 35 Fax: +91 161-2608784

E-mail: [investor@iolcp.com](mailto:investor@iolcp.com) Website : [www.iolcp.com](http://www.iolcp.com)

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## Subject: Mandatory Submission of PAN, KYC, and Nomination Details

### Dear Shareholder,

We hope this letter finds you well. This is a reminder following our previous communications dated 15th May 2023 and 10th March 2022.

The Securities and Exchange Board of India (SEBI) vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 3rd November 2021 read with Circular No. SEBI/HO/MIRSD\_RTA/P/CIR/2021/687 dated 14th December 2021 and Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023 has mandated that all shareholders holding shares in physical form must submit the following information:

1. PAN (please ensure your PAN is linked with Aadhaar)
2. Nomination Details
3. Updated Contact Information (postal address with area PIN code, Mobile Number and E-mail id)
4. Bank Account Details (bank name, branch, account number, IFSC, MICR)
5. Specimen Signature

As these details are not yet registered with our Registrar and Share Transfer Agent ("RTA"), M/s Alankit Assignments Limited, we request that you submit them using the enclosed Form ISR-1 along with necessary documents.

If your PAN is not linked with Aadhaar, please ensure it is done promptly to avoid your PAN being deemed invalid.

### For Nomination:

- If you wish to appoint a nominee, please complete **Form SH-13**.
- If you do not wish to nominate anyone, submit **Form ISR-3** to opt out.
- To change or cancel an existing nomination, use **Form SH-14**.

These forms are available on both the Company's website [www.iolcp.com](http://www.iolcp.com) and the RTA's website [www.alankit.com](http://www.alankit.com).

You may submit the required documents to our RTA - M/s Alankit Assignments Limited (Unit: IOL Chemicals and Pharmaceuticals Limited), 4E/2, Jhandewalan Extension, New Delhi-110055 (Email: [rta@alankit.com](mailto:rta@alankit.com) or [kycupdate@alankit.com](mailto:kycupdate@alankit.com) or at Company's office at 85, Industrial Area "A" Ludhiana-141003 (email: [investor@iolcp.com](mailto:investor@iolcp.com)) by any of the following mode:

1. **In-person verification** by bringing original documents and a copy.
2. **Self-attested hard copies** sent by post/courier.
3. **Electronic submission** with e-signature.

Please note that shareholders who have not updated their PAN, contact details, and nomination information, will be ineligible to lodge grievances or any service requests with the Company's RTA.

From April 1, 2024, any payments, such as dividends in respect of such folios, will only be processed electronically for shareholders with complete records.

Therefore, you are advised to take note of the above and furnish the aforesaid documents at the earliest.

If you've already provided these documents, kindly disregard this notice.

Thank you for your attention to this important matter.

Yours faithfully,

for **IOL Chemicals and Pharmaceuticals Limited**

Sd/-

Abhay Raj Singh

Sr Vice President and Company Secretary

Encl.: as above

# Form ISR – 1

( SEBI 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)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF [For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

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

### B. Security Details:

Name of the Issuer Company			Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1.		
	2.		
	3.		
Number of securities		Face value of securities	
Distinctive number of securities	From	To	

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

Name(s) of security holder(s) in Capital as per PAN (Copies of PAN of all the Holders duly self attested to be enclosed with this form)	PAN	PAN linked to Aadhaar
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: PAN shall be valid only if it is linked to Aadhaar by March 31, 2022 or other date as per specified By CBDT

<b>Demat Account Number</b>	
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### Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant

<b>Bank details of first holder</b>	Account Number: _____ Bank Name: _____ Branch Name: _____ IFS Code: _____
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**Note:** original cancelled cheque with name of security first holder printed on it or Bank Passbook or Bank Statement attested by the Bank

<b>E-mail address</b>	
<b>Mobile</b>	

**Authorization:** I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) \_\_\_\_\_, \_\_\_\_\_, (use Separate Annexure if extra space is required) in which I / We are the holder(s)

(strike off

what is not applicable).

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

	Holder 1	Holder 2	Holder 3
Signature			
Name			
Full address			
PIN			

**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







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

	✓	Document / Information / Details	Instruction / Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	Copies of PAN of all the Holders duly self attested to be enclosed with this form . PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI Circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List ( <b>CML</b> ) of your Demat Account, provided by the Depository Participant.
3	<input type="checkbox"/>	Proof of Address of the first holder	Provide self-attested copy of any one of the documents, only if there is change in the address; <input type="checkbox"/> Client Master List ( <b>CML</b> ) of your Demat Account, provided by DP. <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. <input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. <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. <input type="checkbox"/> The proof of address in the name of the spouse
4	<input type="checkbox"/>	Bank details	Provide the latest Bank Statement attested by the Bank or original cancelled cheque with name of security holder printed on it.
5	<input type="checkbox"/>	E-mail address	Mention the email in form ISR-1 .In case it is not provided, the details available in the CML as enclosed will be updated in the folio
6	<input type="checkbox"/>	Mobile	Mention the Mobile No. in form ISR-1 In case it is not provided, the details 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 <b>Form ISR – 2</b> and original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank
8	<input type="checkbox"/>	Nomination	Providing Nomination: Please submit the duly filled up <b>Nomination Form (SH-13)</b> or 'Declaration to Opt out of Nomination' as per <b>Form ISR–3</b> Change in Existing Nomination: Please use <b>Form SH-14</b> Cancellation of Existing Nomination: use Form <b>SH-14 &amp; Form ISR – 3</b>

# 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)		
	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) of the Holder(s)		
	1) 	2) 	3) 
	Signature with Seal of the Bank		Signature verified as recorded with the Bank
	(Signature)		
<b>To be mandatory filed by bank officer</b>			
Place:		Name of the Bank Manager:	
		Employee Code:	
Date:		E-mail address:	

# Form ISR - 3

## Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(see SEBI 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)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in  
Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Name of the Company :

Registered Address of the Company :

I / we ..... the holder(s) of the securities particulars of which are given  
hereunder, ***do not wish to nominate*** any person(s) in whom shall vest, all the rights in respect of such securities in the  
event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our  
death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or  
documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any  
other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s)

Signature(s)

Sole / First Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Second Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Third Holder Name \_\_\_\_\_

Address: \_\_\_\_\_

Name and Address of Witness	Signature

**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]**

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	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) PARTICULARS OF NOMINEE/S —

- (a) Name:
- (b) Date of Birth:
- (c) Father's/Mother's/Spouse's name:
- (d) Occupation:
- (e) Nationality:
- (f) Address:
- (g) E-mail id:
- (h) Relationship with the security holder:

(3) IN CASE NOMINEE IS A MINOR--

- (a) Date of birth:
- (b) Date of attaining majority
- (c) Name of guardian:
- (d) Address of guardian:

Name(s) and Address of Security holders(s)

Signature(s)

Sole / First Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Second Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Third Holder Name \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Name and Address of Witness	Signature

# Form No. SH-14

## Cancellation or Variation of Nomination

**[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]**

Name of the company:

I/We hereby cancel the nomination(s) made by me/us in favor of (name and address of the nominee) in respect of the below mentioned securities.

or

I/We hereby nominate the following person in place of ..... as nominee in respect of the below mentioned securities in whom shall vest all 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 cancelled / varied )**

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

**(2) (a) PARTICULARS OF THE NEW NOMINEE::**

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mail id:
- vii. Relationship with the Security holder:

**(b) IN CASE NEW NOMINEE IS A MINOR--**

- (i) Date of birth:
- (ii) Date of attaining majority
- (iii) Name of guardian:
- (iv) Address of guardian:

Name(s) and Address of Security holders(s)

Signature(s)

Sole / First Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Second Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Third Holder Name \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Name and Address of Witness	Signature



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**To,  
The Company Secretary,  
IOL Chemicals and Pharmaceuticals Limited  
Head Office: 85, Industrial Area-A  
Ludhiana-141003**