

SIDCL/Sect/2021-22/093

February 01, 2022

BSE Limited
P.J. Towers
Dalal Street, Mumbai-400001
BSE Scrip Code: 511411

The Calcutta Stock Exchange Limited
7, Lyons Range
Kolkata-700001
CSE Scrip Code: 026027

Dear Sir/Madam,

Sub: Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination by holder of physical securities

Ref: SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CI11/2021/655 dated November 3, 2021 read together with Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB /P/CIR/2021/687 dated December 14, 2021 ("the SEBI Circulars")


In terms of the SEBI Circulars the Company has sent intimation to the shareholders holding shares in physical mode, requesting them to update/submit their PAN, KYC details and Nomination details with the Registrar and Share Transfer Agent i.e. KFin Technologies Private Limited within the stipulated timeline mentioned in the SEBI Circulars. A copy of the said intimation is enclosed herewith.

This is for your information and record.

Thanking you,

Yours faithfully,

For Shristi Infrastructure Development Corporation Limited


Krishna Kumar Pandey
Company Secretary & Compliance Officer



Encl: As above

Shristi Infrastructure Development Corporation Ltd.

Registered Office : Plot No. X - 1, 2 & 3, Block-EP, Sector-V, Salt Lake City, Kolkata-700 091
Ph: +91 33 4020 2020/4015 4646 Fax : +91 33 4020 2099 E-mail : contact@shristicorp.com
www.shristicorp.com CIN - L 65922WB1990PLC049541



Shristi Infrastructure Development Corporation Limited

CIN: L65922WB1990PLC049541

Regd. Off: Plot No. X-1, 2 & 3, Block -EP, Sector -V, Salt Lake City, Kolkata -700091

Tel: +91 33 4020 2020/4015 4646, Fax: +91 33 4020 2099

Website: www.shresticorp.com, Email: investor.relations@shresticorp.com

Dear Shareholder,

Ref No: 1



[Redacted]
[Redacted]
[Redacted]
[Redacted]
0

Ref.: The Securities and Exchange Board of India ("SEBI") has by SEBI Circular No: SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021 read together with SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 13th December, 2021 ("SEBI Circulars")

Sub.: Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination by holder of physical securities

We trust this communication finds you and your family in good health.

The subject Circular of SEBI laid down common and simplified norms for processing Shareholder's service request by RTAs. The Circular, effective from 1st January, 2022, also provides for mandatory furnishing of Income Tax PAN, KYC details, nomination; freezing of folios without valid PAN, KYC details; compulsory linking of PAN and Aadhar by Shareholders holding shares in physical form, among others. Further, by Circular No. SEBI / HO / MIRSD / MIRSD_RTAMB / P / CIR / 2021 / 687 dated 14th December, 2021; SEBI has issued some clarifications to the circular dated 3rd November, 2021(collectively referred to as 'the SEBI Circulars').

Copies of the Circulars together with the relevant forms are available on the Company's website www.shresticorp.com and that of KFin Technologies Private Limited, the Registrar and Transfer Agent (RTA-"KFin") at www.kfintech.com.

It is in the interest of the Shareholders to provide the details / documents as mandated in the above referred Circulars. If the Shareholder has already provided, the above referred documents, please treat this communication for information purpose only.

❖ **Please send duly filled and signed all the documents / details listed in the table below (self attested) to KFin, at the following address along with this letter in original in the "Business Reply Envelope" sent herewith :**

Kind Attn: Mr. Balaji Reddy
KFin Technologies Private Limited
Unit: Shristi Infrastructure Development Corporation Limited
Selenium Tower B, Plot Nos. 31 & 32 | Financial District
Nanakramguda , Serilingampally Mandal , Hyderabad – 500032

| Sr. No. | Documents / details to be provided by Shareholder(s) | Please furnish details in * |
|---------|---|-----------------------------|
| 1 | Valid Income Tax PAN linked with Aadhar No. | Form No. ISR-1 |
| 2 | Postal Address with PIN | |
| 3 | Email address | |
| 4 | Mobile Number | |
| 5 | Demat account details | |
| 6 | Bank account details | |
| 7 | Conformation of signature of share holder by the banker | Form No: ISR-2 |
| 8 | Declaration to opting out nomination | Form: ISR-3 |
| 9 | Nomination Form | Form No. SH-13 |
| 10 | Cancellation or Variation of nomination | Form: SH-14 |

(*The aforesaid Forms are attached with this letter and can also be downloaded from the Company's website www.shristicorp.com or that of KFin www.kfintech.com).

You can also e-mail the documents through your email registered with RTA-KFin, to einward.ris@kfintech.com duly e-signed. E-Sign is an integrated service which facilitates issuing a digital signature certificate and performing signing of requested data by the e-Sign user. You may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology, Government of India (<https://cca.gov.in/>) for the purposes of obtaining the e-sign.

❖ **Freezing of Folios without PAN, KYC details and Nomination**

Folios wherein any one of the above mentioned documents / details are not available on or after 1st April, 2023, shall be frozen by KFin / the Company in terms of the said Circulars. The frozen folios will be referred by RTA-KFin the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on 31st December, 2025.

❖ **Compulsory linking of PAN and Aadhaar by all shareholders in physical mode**

From 31st March, 2022 or any other date as may be specified by the Central Board of Direct Taxes ("CBDT"), KFin will accept only valid PANs and also verify that the PAN in the existing Folios are valid; i.e. it is linked to the Aadhaar number of the Shareholder. **The Folios wherein PAN is not valid as on the notified cut-off date of 31st March, 2022 or any other date as may be specified by the CBDT, will also be frozen.**

In terms of the said Circulars, w.e.f. 1st January, 2022, RTA-KFin will not process any service request or complaint from Shareholder(s) / claimant(s), unless PAN, KYC and Nomination documents/details are available.

Please feel free to get in touch with RTA-KFin / Company for any clarifications / assistance that you may be require.

Thanking you,

Yours truly,

For **Shristi Infrastructure Development Corporation Limited**

Sd/-

Krishna Kumar Pandey

Company Secretary & Compliance Officer

Membership No. A26053

Encl. as above

| | | |
|---|--------------------------------------|---|
| 3 | Proof of Address of the first holder | <p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by DP.</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><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.</p> <p><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.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse</p> |
| 4 | Bank details | <p>Account Number: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p style="text-align: center;">Provide the following:</p> <p><input type="checkbox"/> <u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u> #</p> |
| 5 | E-mail address | _____ # |
| 6 | Mobile | _____ # |

* or any date as may be specified by the CBDT

(DP: Depository Participant)

In case it is not provided, the details available in the CML will be updated in the folio

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 | ✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Mode of submission of documents to the RTA

Please use any one of the following mode;

1. In Person Verification (**IPV**): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
2. In hard copy: by furnishing self-attested photocopy(ies) of the relevant document, with date
3. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

Note

| | |
|---|---|
| <ul style="list-style-type: none">• It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios). | |
| <ul style="list-style-type: none">• Upon receipt or up-dation of bank details, the RTA will automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful. | |
| <ul style="list-style-type: none">• RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA. | |
| <ul style="list-style-type: none">• RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination. | |
| <ul style="list-style-type: none">• Specimen Signature | <ul style="list-style-type: none">• Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 03, 2021) and• <u>original cancelled cheque</u> with name of security holder printed on it <i>or</i> <u>Bank Passbook</u> <i>or</i> <u>Bank Statement</u> attested by the Bank |
| <ul style="list-style-type: none">• Nomination** | <ul style="list-style-type: none">• Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) <i>or</i> 'Declaration to Opt out of Nomination' as per Form ISR-3, in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/ CIR/2021/655 dated November 03, 2021• Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655• Cancellation of Existing Nomination: use Form SH-14 & Form ISR – 3 |

** Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR – 3**), has to be furnished by the holder(s) separately for each listed company.

(Page 3 & 4 is for information to investors; print out of the same is not required)

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

| No. | Item | Documents / Details to be provided to the RTA by the holder(s) / claimant(s) |
|-----|---|---|
| 1 | PAN – Exceptions and Clarification | ‘Exemptions/clarifications to PAN’, as provided in clause D to ‘Instructions/Check List for Filing KYC Forms’ in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode. |
| 2 | Minor mismatch in Signature - minor | The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days |
| 3 | Major mismatch in Signature or its non-availability with the RTA | <ul style="list-style-type: none"> • Banker’s attestation of the signature of the holder(s) as per Form ISR – 2 • <u>Original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u> |
| 4 | Mismatch in Name | Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license • PAN card with photograph • Identity card / document with applicant’s Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions • Marriage certificate • Divorce decree |
| 5 | Present address of the holder is not matching with the address available in the folio | RTA shall issue intimation to both the old and new addresses. <ul style="list-style-type: none"> • In case where the letter is undelivered at the old address, RTA shall not insist for any proof of the old address provided the current address proof is in the form of an address proof issued by a Government Authority. The above procedure will be applicable for request for change in address of the holder also |

(Page 3 & 4 is for information to investors; print out of the same is not required)

FormISR- 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;">1st Holder</td><td style="width: 33%; height: 80px;">2nd Holder</td><td style="width: 33%; height: 80px;">3rd Holder</td></tr></table> | 1 st Holder | 2 nd Holder | 3 rd Holder | |
| 1 st Holder | 2 nd Holder | 3 rd 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: 150px; height: 40px;"></table> | 2) <table border="1" style="width: 150px; height: 40px;"></table> | 3) <table border="1" style="width: 150px; height: 40px;"></table> | | |
| Signature verified as recorded with the Bank | | | | |
| Seal of the Bank | | | | |
| | (Signature) | | | |
| 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 here under, ***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

Second Holder Name

Third Holder Name

| 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

Second Holder Name

Third Holder Name

| 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]

To

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 NOMINEE/S —

- (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 of the Security Holder(s):

Signature of the Security Holder(s):

Witness

Name:

Address:

Signature: