



MUNJAL AUTO

INDUSTRIES LIMITED

Waghodia Plant

REF/MAIL/SECY/1

February 12, 2022

To, The Secretary, BSE Ltd. 25 th Floor, Phiroze Jeejeebhoy Towers, Dalal Street, Fort, MUMBAI - 400 001 BSE Script Code: 520059	To, Asst. Vice President, National Stock Exchange of India Ltd., Exchange Plaza, Plot C/1, G Block Bandra-Kurla Complex, Bandra (E), MUMBAI - 400 051 NSE Script Code: MUNJALAU
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Sub.: Furnishing specimen of Request letter to furnish PAN, KYC details and registration of nomination to the share- holders of physical securities

Ref: Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Dear Sir/Madam,

With reference to the SEBI circular no. **SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/655** dated November 3, 2021 read with circular no. **SEBI/HO/MIRSD/MIRSD/RTAMB/P/CIR/2021/687** dated December 14, 2021. Please find enclosed a specimen of the letter being sent to those shareholders who have not furnished either the PAN, KYC or nomination details against their shareholding in the physical folio(s). The shareholders are accordingly advised to furnish the prescribed KYC documents / details, to the Registrar & Share Transfer Agent viz. **MCS Share Transfer Agents Limited**. The shareholders are also being informed regarding the linking of their PAN with Aadhaar on or before the prescribed date.

This is for your information and further dissemination.

Thanking you,

Yours faithfully,

For Munjal Auto Industries Limited

Rakesh Johari

Company Secretary and Compliance Officer

Encl: As above

Corporate Office: - 2nd Floor , Tower "C" Unitech Business Zone, Nirvana Country, South City-2, Sector-50, Gurugram-122018 Tel: +91-124-4057891-92,
Waghodia Plant / Regd. Office : - 187, GIDC, Industrial Estate, Waghodia, Distt. Vadodara (Gujarat) - 391760. Tel: +91-2668-262421, Fax: +91-2668-262427
Bawal Plant : Plot No. 37, Sector 5, Ph - II, IMT-Bawal, Distt. Rewari (HR) - 123501. Tel: +91-1284-264435-36, Fax : +91-1284-264434
Haridwar Plant: - Plot No.-11, Industrial Park II, Vill.-Salempur Mehmood, Distt.-Haridwar (Uttarakhand) - 249402. Tel: +91-01334-235530,32, Fax: +91-1334-235533
Dharuhera Plant : - Plant No. -32A, Industrial Area, Dharuhera, Distt.-Rewari (HR) - 122106. Tel: +91-01274-243010-14

For more information please mail mail@munjalauto.com or visit us www.munjalauto.com

CIN : L34100GJ1985PLC007958



MUNJAL AUTO

INDUSTRIES LIMITED

Waghodia Plant

Date : January 29, 2022

Reference No.:

SPECIMEN

Name of the Sole / First Holder:

Address:

Folio no.:

Sub.: Request to furnish PAN & KYC details and registration of nomination to the shareholders of physical securities

Ref.: SEBI Circular (SEBI/ HO/ MIRSD/MIRSD_RTAMB/P/CIR/2021/655) dated November 3, 2021 and subsequent clarifications released in this regard

Dear Shareholder,

We thank you for being associated with Munjal Auto Industries Limited. Pursuant to the captioned circular, SEBI, as an on-going measure to enhance the ease of doing business for investors in the securities market, has mandated the following:

- a) furnishing of PAN, email address, mobile number, bank account details, signature updation and registration of nomination or Declaration to Opt out by holders of physical securities,
- b) any service request of the shareholder shall be entertained only upon registration of the PAN, Bank details and the nomination/declaration to Opt - Out**
- c) shareholder to ensure that his/her **PAN is linked to Aadhaar by March 31, 2022** or any other date as may be specified by the Central Board of Direct Taxes to **avoid freezing of his/her folio.**

We observe from our records that you have not furnished some of the mandatory documents/ details against your shareholding in the physical folio. In this regard, we would request you to furnish the documents/ details, as per the table below, to the Registrar & Share Transfer Agent ("RTA") viz. M/s. MCS Share Transfer Agents Limited immediately on receipt of this letter.

Sr. No.	Particulars (Please select ✓ for updating the credentials)	Please furnish details in
1	PAN <input type="checkbox"/> Address <input type="checkbox"/> Email address <input type="checkbox"/> Mobile Number <input type="checkbox"/> Demat account details <input type="checkbox"/> Bank account details <input type="checkbox"/>	Form: ISR-1 (Form enclosed)

2	Signature updation	<input type="checkbox"/>	Form: ISR-2 (Form enclosed)
3	Declaration to opt out nomination	<input type="checkbox"/>	Form: ISR-3* (Form enclosed)
4	Nomination details	<input type="checkbox"/>	Form: SH-13 (Form enclosed)
5	Cancellation or Variation of nomination	<input type="checkbox"/>	Form: SH-14** (Form available on the website of the Company)

*In case you wish to opt-out of the nomination, then no requirement to submit SH-13, only ISR-3 is to be submitted

**In case of cancellation of nomination through Form SH-14, then 'Declaration to Opt-out' shall be provided by the holder(s)

The aforesaid forms can be downloaded from the website of the Company or RTA at: www.munjalauto.com and www.mcsregistrars.com respectively.

Freezing of Folios without PAN, KYC details and Nomination:

- a) Wherein any one of the aforesaid documents/ details are not available **on or after April 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and shall not be eligible for receipt of dividend in physical mode;
- b) **On or after December 31, 2025**, the frozen folio(s) shall be referred by the RTA/ Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

You are requested to forward the duly filled-in and signed documents along with the related proofs as mentioned in the respective forms to the following address:

MCS Share Transfer Agents Limited,
(Unit: Munjal Auto Industries Limited)
1st Floor, Neelam Apartment,
88, Sampatrao Colony,
Above Chappanbhog Sweet, Alkapuri,
Vadodara - 390 007
Tel:(0265) 2314757, 2350490, Fax:(0265) 2341639

Alternatively, you may also send the documents through your registered email (if registered in the folio) to mcsltbaroda@gmail.com after applying e-sign# on the forms and proofs.

At this juncture, we once again request the shareholders holding shares in physical form for getting their physical shares converted to demat at the earliest.

Thanking you,

**Yours faithfully,
For Munjal Auto Industries Limited**

Sd/-

**Rakesh Johari
Company Secretary and Compliance Officer**

Encl.: as above

#Note: E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empanelled eSign Service provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

This communication is computer generated and hence does not requires signature.

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>Provide the following:</p> <p><input type="checkbox"/> <u>original cancelled cheque</u> with name of security holder printed on it <u>or Bank Passbook or 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	✓ □ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □

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 attested by the Bank</u>
<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) or '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)

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)	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">1st Holder</div> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">2nd Holder</div> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">3rd Holder</div> </div>	
7. Account holder(s) details as per Bank Records	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	
1) <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div>	2) <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div>
	3) <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div>
Seal of the Bank	Signature verified as recorded with the Bank
Place:	(Signature) Name of the Bank Manager
Date:	Employee Code 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]**

To

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 –

- i. Name: _____ ii. Date of Birth: _____
- iii. Father's/Mother's/iv. Occupation: _____
Spouse's Name: _____
- v. Nationality: vi. Address: _____
- vii. E-mail ID: _____
- viii. Relationship with the security holder: _____
- ix. Percentage of allocation to Nominee (100%): _____

(3) IN CASE OF NOMINEE IS A MINOR –

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

(4) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY

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

Name:
Address:

Name of the Security
Holder(s)

Signature

Witness with name and 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 72r/w Section 24(1)(a) of Companies Act, 2013r/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