

**Shalby/SE/2023-24/27**

June 1, 2023

The Listing Department  
**National Stock Exchange of India Ltd**  
Mumbai 400 051.

**Scrip Code : SHALBY**

Through : <https://neaps.nseindia.com/NEWLISTINGCORP/>

Corporate Service Department  
**BSE Limited**  
Mumbai 400 001.

**Scrip Code: 540797**

Through : <http://listing.bseindia.com>

**Sub:** Communication to the Shareholders holding shares in Physical Form for updation of KYC details

**Dear Sir/Madam,**

Pursuant to the requirements of SEBI Circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023 /37 dated 16th March 2023, our Registrar and Transfer Agent M/s. Kfin Technologies Limited (RTA) has sent an intimation letter to the identified shareholders holding shares in physical mode for updation of PAN/KYC/Nomination details as prescribed in the aforesaid Circular and the said letter is attached herewith.

We have received the confirmation from RTA that they have completed the dispatch of intimation letter to the identified shareholders holding shares in physical mode. We have also received certificate of compliance obtained by RTA from its Practicing Company Secretary towards compliance as prescribed under the aforesaid SEBI circular and the same is enclosed herewith.

Please note that the RTA and the Company has taken steps towards sensitizing their security holders regarding mandatory furnishing of PAN, KYC and nomination details as detailed in para 4 of the said circular as required.

We request to take the same on your records.

Yours faithfully,  
For **Shalby Limited**

**Tushar Shah**  
**AVP & Company Secretary**  
Mem. No: FCS-7216

**Encl.:** as above

**SHALBY LIMITED**

**Regd. Office:** Opp. Karnavati Club, S. G. Road, Ahmedabad - 380 015, Gujarat, India.

Tel: 079 40203000 | Fax: 079 40203109 | [info.sg@shalby.org](mailto:info.sg@shalby.org) | [www.shalby.org](http://www.shalby.org)

CIN: L85110GJ2004PLC044667



**Unit Name: Shalby Limited**  
**Address: Shalby Hospitals, Opp. Karnavati Club, S. G. Road, Ahmedabad 38051**

Reference No: \_\_

Date: 29<sup>th</sup> May, 2023

Dear Shareholder,

**Sub.: Furnishing of PAN, KYC details and Nomination by holders of physical securities**

**Ref.: SEBI Circular dated March 16, 2023**

Season's greetings from **Shalby Limited** and we hope this communication finds you and your family in safe and good health.

You are aware that in supersession of earlier circulars, SEBI vide the captioned circular dated March 16, 2023, mandated:

- a. furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b. any service request and complaint shall be entertained only upon registration of the PAN, Bank details and the nomination,
- c. to ensure that your PAN is linked to Aadhaar by March 31, 2023, or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio. Currently CBDT extended the date till June 30, 2023.

We observe that you have not furnished the following mandatory documents/details against your holding. You are required to furnish the details as per the table below, to our Registrars & Transfer Agents (RTA) M/s KFin Technologies Limited immediately, by sending the duly signed documents.

#	Particulars	Status as per records
1	PAN*	
2	Address	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details	
8	Declaration to opt out nomination	

For the details of the required forms and documents, please refer to the Frequently Asked Question (FAQ) provided on the link below.

<https://ris.kfintech.com/faq.html>

The aforesaid ISR and other relevant forms can be downloaded by following the link provided below:

[https://ris.kfintech.com/clientservices/isc/default.aspx#isc\\_download\\_hrd](https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd)

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

- a. Folios wherein any one of the said details are not available **on or after October 01, 2023,** shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA.
- b. Further effective April 01, 2024, you will not be eligible for receiving dividend in physical mode.
- c. **After December 31, 2025,** the frozen folios shall be referred by 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 documents along with the related proofs as mentioned in the respective formsto the following address:

**KFin Technologies Limited,**

**Unit: Shalby Limited**

Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda,  
Hyderabad – 500 032

**E-mail:**companysecretary@shalby.in

Thanking you,

Yours faithfully,

For **Shalby Limited**

**NameTushar Shah**

AVP & Company Secretary

Compliance Officer

*This communication is computer generated and hence does not require signature.*



To,  
Division of Policy & Inspection RTA,  
Market Intermediaries Regulation & Supervision Department ,  
Securities and Exchange Board of India,  
SEBI Bhavan - II, Plot No. C 7, "G" Block,  
BKC, Bandra (E), Mumbai- 400051,  
Maharashtra, India.

**CERTIFICATE OF COMPLIANCE**

I/We, R & A Associates, Company Secretaries, having registered office at Office No. T 202, Technopolis, 1-10-74/B, Above Ratnadeep Super Market, Chikoti Gardens, Begumpet, Hyderabad, Telangana - 500016, India, certify that M/s KFin Technologies Limited ('Registrar to an Issue and Share Transfer Agent' or 'RTA') bearing INR000000221 (SEBI Registration no.) has carried out the necessary changes to comply with the provisions of 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'.

Further, as required in the aforesaid Circular, new operating procedures have been implemented by the Registrar to an issue and share Transfer Agent (RTA).

For R & A Associates  
Company Secretaries



R. Ramakrishna Gupta

Senior Partner

FCS No: 5523

C.P. No: 6696

UDIN: F005523E000310388

Date: 15<sup>th</sup> May, 2023

Place: Hyderabad