



नेशनल फर्टिलाइजर्स लिमिटेड

(भारत सरकार का उपक्रम)

कॉरपोरेट कार्यालय : ए-11, सेक्टर-24, नोएडा - 201301

जिला गौतम बुद्ध नगर (उ.प्र.),

दूरभाष : 0120 2412294, 2412445, फ़ैक्स : 0120-2412397



NATIONAL FERTILIZERS LIMITED

(A Govt. Of India Undertaking)

Corporate Office : A-11, Sector-24, Noida-201301,

Distt. Gautam Budh Nagar (U.P.)

Ph.: 0120-2412294, 2412445, Fax : 0120-2412397

Ref. No.NFL/SEC/SE/515

Dated: 11.04.2022

Manager, (Listing), National Stock Exchange of India Ltd., Registered Office (Exchange Plaza), C-1, Block-G, Bandra Kurla Complex, Bandra (E), Mumbai-400051.	General Manager, Department of Corporate Services, Bombay Stock Exchange Limited, Floor 25th, Phiroze Jeejeebhoy Towers Dalal Street, Mumbai – 400001.
NSE Symbol- NFL	BSE Scrip Code -523630

KIND ATTENTION: SHAREHOLDERS HOLDING SHARES IN PHYSICAL MODE

Sub: UPDATION OF PAN, KYC, NOMINATION, BANK DETAILS AND LINKING OF PAN AND AADHAR ETC.

Ref.: SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021

Dear Madam/Sir,

This is with reference to the Securities and Exchange Board of India, Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 03.11.2021, as amended from time to time, wherein inter-alia it has been mandated for all shareholders holding shares in physical form in the Company, to furnish requisite documents/details (including of joint holders) to the Registrar and Share Transfer Agent of the Company (RTA).

As per aforesaid SEBI Circular, Folios wherein any one of the said document/details are not available on or after April 01, 2023 shall be frozen and shareholder will not be eligible to lodge grievance or avail service request from the RTA and will not be eligible for receipt of dividend in physical mode. Further, shareholders holding shares in physical mode are requested to ensure that their 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 folio. 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, after December 31, 2025.

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In terms of the aforesaid SEBI Circular, communication has been sent through registered post to the shareholders holding shares in physical mode and copy of the same is enclosed herewith for ready reference.

We request you to kindly take the above on record.

Thanking you,

**Yours faithfully,
For National Fertilizers Limited**

(Handwritten signature)
11/04/2022

**(Ashok Jha)
Company Secretary**

Encl: A/a

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NATIONAL FERTILIZERS LIMITED

CIN: L74899DL1974GOI007417

Registered Office: Scope Complex, Core-III, 7, Institutional Area,
Lodhi Road, New Delhi – 110003

Website: www.nationalfertilizers.com | Email: investor@nfl.co.in

Tel: 011-24360066, 24361252, Fax: 011-24361553

(Name & Address of the Shareholder)

Dear Shareholder

Subject : UPDATION OF PAN, KYC, NOMINATION, BANK DETAILS AND LINKING OF PAN AND AADHAR DETAILS ETC.

Ref. : SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021

This is with reference to the Securities and Exchange Board of India (SEBI) Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021, in which SEBI has mandated all shareholders holding shares in physical form in the Company, to furnish requisite documents/details (including of joint holders) to the Registrar and Share Transfer Agent of the Company (RTA).

Please find below details registered with RTA

PAN-1 st Shareholder	PAN-2 nd Shareholder	PAN-3 rd Shareholder

Registered Details of 1st Shareholder

EMAIL ID		
BANK ACCOUNT NUMBER	BANK MICR	
IFSC-CODE	MOBILE NO	
NOMINEE NAME		

Please check above details and furnish through enclosed Form ISR - 1 if you require any change or incomplete details of yours.

In case you opt for demat now or before 31st March 2023 of your entire shareholding or you have already deposited your entire share holding for demat then you may kindly ignore this communication.

Please note the following contact details of our RTA to enable you to submit your PAN/KYC/Nomination/Bank details etc.:

MAS Services Limited,

T-34, 2nd Floor, Okhla Industrial Area, Phase - II,

New Delhi - 110020

Ph. : 011-26387281-82-83

E-mail : investor@masserv.com; Website www.masserv.com

Thanking you,

Yours faithfully

Sd/-

Ashok Jha

Company Secretary

Encl: Procedure/Instructions



PROCEDURE / INSTRUCTIONS

in connection, SEBI has notified following forms and procedure to be followed for completion/update of holder(s) details :

Sr. No.	Details to be updated or incorporated	Document required	Form required
1.	PAN(s) (including of joint holders)	Self-attested copy of PAN card (please make sure PAN to be linked with aadhar before 31/03/2022)	ISR-1
2.	Change of address	Copy of any one : 1. Valid Passport, 2. Registered Lease or Sale Agreement of Residence, 3. Driving License, 4. Flat Maintenance bill, 5. Utility bills like Telephone bill (only land line) Electricity bill or Gas bill (not more than 3 months old), 6. Id card/document with address issued by any of the following : (Central/State Government and its departments, 7. The Proof of Address in the name of the spouse, 8. Client Master List provided by Depository Participant.	ISR-1
3.	Email id	Mention e-mail id in ISR-1	ISR-1
4.	Mobile Number	Mention mobile number in ISR-1	ISR-1
5.	Bank details	Original cancelled cheque (shareholder name printed on it)	ISR-1
6.	Confirmation of Signatures	Original Cancelled cheque (shareholder name printed on it) and signature attested by bank on ISR-2	ISR-2 & ISR-1
7.	Incorporation of Nomination	Detail of nominee in SH-13	SH-13
8.	Change of Nomination	Detail of new nominee in SH-14	SH-14
9.	Removal/declaration to opt-out of nomination	Declaration in ISR-3	ISR-3

1. You are requested to ensure updation of above mentioned details with RTA. In absence of any of the above mentioned details, no request/complaint shall be processed by RTA with effect from 1st January 2022. As per above circular, w.e.f. 1st April, 2023, such folios shall be frozen and no request/complaint/ payment of dividend shall be made unless the information mentioned in point no. 1 is furnished/updated successfully.
2. If the folio remains frozen till 31st December 2025, it shall be referred to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.
3. As per the Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhaar number for resident investors by March 31, 2022. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs and the ones which are linked to the Aadhaar number. The folios in which PAN is / are not valid as on the notified cut-off date of **March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.**

The requisite forms are also available on the website of the Company and all Documents/Performa can also be Downloaded from RTA's Website i.e., www.masserv.com **under download tab.**

You can submit the documents to our RTA only by any one of the following mode:

- a) Through In Person Verification (IPV); where the authorized person of RTA will verify the Original Documents and retain copies of IPV stamping with date and initial;
- b) Through hard copies which should be self -attested and dated.
- c) Through Electronic mode, provided that it is to be sent through email id of the shareholder registered with RTA and all documents should be digitally signed by shareholder.



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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	✓ □ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □