

January 10, 2022

To,

Asst. Vice President
Listing & Compliance
**National Stock Exchange of India
Limited**
Exchange Plaza, Bandra-Kurla Complex
Bandra (East) Mumbai 400 051

Scrip Code – OFSS

To,

Asst. General Manager
Listing & Compliance
BSE Ltd.
1st Floor, Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai 400 001

Scrip Code – 532466

Sub: Communication to the Shareholders with regard to furnishing of PAN, KYC details and Nomination by holders of physical securities

Dear Sir / Madam,

Pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021, the enclosed communication is being sent to the Shareholders of the Company, holding shares in physical form, at their addresses registered in the Register of Members of the Company.

The specimen of the communication is appended for your records and the same will be uploaded on the website of the Company.

This is for your reference and records.

Thanking you,

Yours sincerely,

For Oracle Financial Services Software Limited

Onkarnath Banerjee
Company Secretary & Compliance Officer
Membership No. ACS8547

Encl: as above



ORACLE FINANCIAL SERVICES SOFTWARE LIMITED

Regd. Office: Oracle Park, Off Western Express Highway, Goregaon (East), Mumbai 400 063

Tel: +91 22 6718 3000; **Fax:** + 91 22 6718 3001; **CIN:** L72200MH1989PLC053666

Website: www.oracle.com/financialservices; **E-mail:** investors-vp-ofss_in_grp@oracle.com

SI No.:

Date:

Reference No:

Part of the Shareholder

Aadhaar details

Folio:

Dear Shareholder,

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

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

Season's Greetings from Oracle Financial Services Software Limited ("the Company"). We hope this communicate finds you and your family in safe and good health.

We wish to inform you that the Securities and Exchange Board of India (SEBI) has, vide the captioned Circular dated November 3, 2021, mandated the following for all holders of equity shares in physical form:

- furnishing of PAN, email address, mobile number, bank account details, specimen signature and nomination by holders of physical securities;**
- any service request shall be entertained only upon registration of the PAN, Bank Account details and Nomination; and**
- to ensure that your PAN is linked to Aadhaar by March 31, 2022 or such other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.**

We observe from our records that you have not furnished some of the mandatory documents/details for your holding in physical form. We request you to furnish the documents/details, as per the table given below, to our **Registrars & Transfer Agents (RTA), M/s. KFin Technologies Private Limited, immediately on receipt of this letter.**

Documents/Information sought:

| Sr. No. | Particulars | Please furnish details in |
|----------------|--|--|
| 1 | PAN | Form No. ISR-1 (Form enclosed) |
| 2 | Address | |
| 3 | Email address | |
| 4 | Mobile Number | |
| 5 | Demat Account details | |
| 6 | Bank Account details | |
| 7 | Nomination details | Form No. SH-13 (Form enclosed) |
| 8 | Declaration to opt out of nomination (in case of opting out) | Form No. ISR-3 Form No. SH-14 (Forms enclosed) |

| Modes for submission of Documents/Information | | |
|--|---|---|
| Through <u>any one</u> of the following modes: | | |
| Through 'In Person Verification' (IPV) | Physical / Hard copy | Through Electronic Mode from registered email address |
| The original documents can be submitted by the Shareholder in person at RTA's office which shall be verified and retained, by the RTA, with IPV stamping, date and initials. | By furnishing original / photocopy(ies) of the relevant document(s) duly self-attested with date at RTA's office. | In case the email address is already registered with RTA, the Shareholder(s) may send the self-attested scanned copies of their KYC documents/service requests at RTA's email-id einward.ris@kfintech.com with the subject line: OFSSL_KYC updation – Equity Shares. Or Upload self-attested KYC documents on RTA's website at the below link, under Profile Updation tab: https://ris.kfintech.com/clientservices/diy/ |

| RTA contact details | Company contact details |
|---|--|
| KFin Technologies Private Limited Unit: Oracle Financial Services Software Limited Plot No. 31 & 32, Selenium Building, Tower B, Financial District, Nanakramguda, Gachibowli, Hyderabad, Telangana – 500 032 Toll Free No. 1800-309-4001 E-mail: einward.ris@kfintech.com | Oracle Financial Services Software Limited Oracle Park, Off Western Express Highway, Goregaon (East), Mumbai 400 063 Maharashtra, India Tel: +91 22 6718 3000 E-mail: investors-vp-ofss_in_grp@oracle.com |

The aforesaid forms can also be downloaded from the website of the RTA at the link: https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd

Freezing of Folios without PAN, KYC details and Nomination:

- Physical Folios wherein any one of the aforesaid documents/details are not available **on or after April 1, 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 to receive dividend.
- After December 31, 2025**, the frozen folios 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.

Thanking you,

Yours faithfully,

For **Oracle Financial Services Software Limited**

Sd/-

Onkarnath Banerjee
Company Secretary & Compliance Officer

Encl: as above

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

| | | |
|---|--------------------------------------|--|
| 2 | Demat Account Number | Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant. |
| 3 | Proof of Address of the first holder | Provide any one of the documents, only if there is change in the address; <ul style="list-style-type: none"> • Client Master List (CML) of your Demat Account, provided by the Depository Participant • Valid Passport / Ration Card / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. • Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. • 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. • 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. • The proof of address in the name of the spouse |
| 4 | Bank details | Provide the copy of the bank statement with details of bank name, branch, account number and IFS Code or copy of cheque leaf. Alternatively, Bank details available in the CML will be updated in the folio. |
| 5 | E-mail address | _____ Alternatively the e-mail address available in the CML will be updated in the folio |
| 6 | Mobile | _____ Alternatively the mobile number available in the CML will be updated in the folio |
| 7 | 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 • Original cancelled cheque |
| 8 | 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 dated November 03, 2021 • Cancellation of Existing Nomination: Please use Form SH-14 and Form ISR – 3 |

* or any date as may be specified by the CBDT

** 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.

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

- 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).
- Upon receipt or up-dation of bank details, the RTA automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.
- 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.
- RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____, _____, 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 postal address | ✓ | | |
| | | | |
| PIN | ✓ | | |

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 • Original cancelled cheque |
| 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. If the letters sent to either the old and or new addresses is / are undelivered or if there is an objection in response to this letter, then provide any one of the following; <ul style="list-style-type: none"> • any one of the documents in row 3 in Table C, reflecting the old address or • Counterfoil of dividend warrant received from the company or • Bank statement showing the credit of previous dividend received The above procedure will be applicable for request for change in address of the holder also |

(Page 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 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

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:

Address:

Name of the Security

Holder (s)

Signature

Witness with
name and address

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:

Signature

Name of the Security

Holder (s)

Witness with name and address