



*Housing Development Corporation Limited*

AHDCL/2024-25 / SE/02/011

08-08-2024

To,  
BSE Limited  
Phiroze Jeejeebhoy Towers  
Dalal street , Fort  
Mumbai – 400 001

Scrip code : 526519

Dear Sir / Madam,

**Subject :** intimation to furnish PAN KYC details and Nomination , by the holders of physical securities to receive dividend.

**Reference :** SEBI master circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 and SEBI circular SEBI /HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10 2024.

Pursuant to Regulation 30 of the SEBI (LODR) Regulations 2015, as amended , a copy of the letter sent in early July 2024, is enclosed , to the shareholders holding shares in physical mode to furnish PAN , KYC details and Nomination.

Pursuant to the above circulars SEBI has directed that it shall be mandatory for all holders of physical securities/ shares in listed companies to furnish details as stated in the letter. Dividend shall be paid only through electronic mode with effect from 01-04-2024 directly to bank account, with respect to shares held in physical mode for which PAN and complete KYC details is furnished .

The details is to be furnished in the prescribed forms available on the website of the company at [www.alpinehousing.com](http://www.alpinehousing.com) or website of M/s Cameo Corporate Services Limited at <https://cambridge.cameoindia.com:1000/module/downloadableformats.aspx>.

A copy of the letter and forms is attached with this intimation.

Please take this intimation on record.

Thanking You  
Yours Faithfully,  
For Alpine Housing Development Corporation Limited

Kurian Zacharias  
Company Secretary and Compliance Officer





**ALPINE HOUSING DEVELOPMENT CORPORATION LIMITED**

CIN: L85110KA1992PLC013174

Regd off; 302, Alpine Arch, No. 10, Langford Road, Bangalore 560 027, Karnataka, INDIA  
www.alpinehousing.com e-mail: [company.secretary@alpinehousing.com](mailto:company.secretary@alpinehousing.com) Fax: 91-80-22128357,  
Tel:+91-80-40473500

Date: 08-07-2024  
"FOR URGENT ATTENTION"

Folio no :  
Name of Sole / First Holder :  
Name of Second Holder :  
Name of Third Holder :  
Dear Shareholder,

**Subject:** Furnishing of [PAN and KYC details by the holders of physical securities to receive dividend

**Reference:** SEBI Master circular SEBI/HO/MIRSD/POD -1 /P/CIR/2024/37 dated May 07, 2024 read with SEBI Circular SEBI/HO/MIRSD/POD – 1/P/CIR/2024/81 dated June 10. 2024

We thank you for your continued patronage as a shareholder. We hope this communiqué finds you and your family in good health.

This has reference to the shares held by you under the folio number mentioned above. With reference to the above stated circulars, SEBI has directed that it shall be mandatory for all holders of physical securities / shares in listed companies to furnish PAN and KYC details as stated below.

It is observed from our records that information in your folio is incomplete. We request you to immediately submit the documents / details as stated below, to our Registrar and Share Transfer Agents (RTA) at the following address by hand delivery, Post, Courier, CAMEO CORPORATE SERVICES LIMITED, SUBRAMANIAN BUILDING, 1, CLUB HOUSE ROAD, CHENNAI – 600002 Details may be submitted for any change / update in particulars, as well.

Sl. No.	Particulars	Status as per records	Please furnish details in
1	PAN of Sole / First Holder Second Holder Third Holder	Please Provide Valid PAN *	Form ISR -1 - Request for registering PAN, KYC Details or Changes / Updation thereof.
2	Postal Address with PIN (6 digit PIN is mandatory)	PO BOX 812 JEDDAH SAUDI ARABIA 21421	
3	Email Address	Please Provide	
4	Mobile Number – 10 digits	Please Provide	
5	Bank Account Details :		
a	Bank Name	Please Provide	
b	Branch Name		
c	Account Number	Please Provide	
d	IFSC	Please Provide	
6	Specimen Signature	Registered	Form ISR-2 – Confirmation of Signature of securities holder by the Banker OR You can change / update your signature by visiting the office of Cameo Corporate Services Limited in Chennai
7	Nomination		Form SH13 –Nomination Form Form ISR-3 –Declaration for 'opting out of Nomination'.

The above forms may be down loaded from our website at [www.alpinehousing.com](http://www.alpinehousing.com) or website of M/s Cameo corporate Services Limited at <https://cambridge.cameoindia.com:1000/module/downloadablefromats.aspx>

Please note that .

1. The RTA will not process any service requests or complaints received from you till PAN and KYC documents are received from you.
2. In terms of SEBI Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024 dividend shall be paid only through electronic mode with effect from 01. 04. 2024, with respect to shares held in physical mode for which PAN and complete KYC details is furnished.
3. The dividend amount will remain lying in the company Dividend Bank Account, unless PAN and complete KYC details including BANK details are provided by you. Once the PAN KYC details and BANK details are received by our RTA, dividend will be remitted directly to your Bank account.

In case of any query/ clarification please contact our Registrar through online Investor portal <https://wisdom.cameoindia.com> , telephone No.. 044-28460390 (5 lines)

Thanking You,

Yours Faithfully,

For Alpine Housing Development Corporation Limited

Sd/-

KURIAN ZACHARIAS  
COMPANY SECRETARY & COMPLIANCE OFFICER

# Form ISR – 1

(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)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: \_\_\_/\_\_\_/\_\_\_

A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

### B. Security Details:

Name of the Issuer Company	Folio No.:	
Name(s) of the Security holder(s) as per the Certificate(s)	1.	
	2.	
	3.	
Number & Face value of securities		
Distinctive number of securities (Optional)	From	To

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document / Information / Details	Instruction / Remark
1		PAN of (all) the (joint) holder(s)	
		PAN	1. □□□□□□□□□□ 3. □□□□□□□□□□
		Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	2. □□□□□□□□□□ PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4
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	<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: _____ (PI provide Core Banking Account Number)</p> <p>Account Type : _____</p> <p>MICR No. (9 digits) : _____</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"/> original cancelled cheque with name of security holder printed on it <i>or</i> Bank Passbook <i>or</i> Bank Statement attested by the Bank #</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"><li>• 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).</li></ul>	
<ul style="list-style-type: none"><li>• 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.</li></ul>	
<ul style="list-style-type: none"><li>• 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.</li></ul>	
<ul style="list-style-type: none"><li>• RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.</li></ul>	
<ul style="list-style-type: none"><li>• Specimen Signature</li></ul>	<ul style="list-style-type: none"><li>• Provide banker's attestation of the signature of the holder(s) as per <u>Form ISR – 2</u> in <u>SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021</u>) and</li><li>• <u>original cancelled cheque</u> with name of security holder printed on it <i>or</i> <u>Bank Passbook or Bank Statement attested by the Bank</u></li></ul>
<ul style="list-style-type: none"><li>• Nomination**</li></ul>	<ul style="list-style-type: none"><li>• Providing Nomination: Please submit the duly filled up Nomination Form (<u>SH-13</u>) <i>or</i> 'Declaration to Opt out of Nomination' as per <u>Form ISR-3</u>, in <u>SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021</u></li><li>• Change in Existing Nomination: Please use <u>Form SH-14</u> in <u>SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655</u></li><li>• Cancellation of Existing Nomination: use <u>Form SH-14 &amp; Form ISR – 3</u></li></ul>

\*\* 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 <u>SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011</u> on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also be 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"> <li>• Banker’s attestation of the signature of the holder(s) as per <u>Form ISR – 2</u></li> <li>• <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></li> </ul>
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none"> <li>• Unique Identification Number (UID) (Aadhaar)</li> <li>• Valid Passport</li> <li>• Driving license</li> <li>• PAN card with photograph</li> <li>• 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</li> <li>• Marriage certificate</li> <li>• Divorce decree</li> </ul>
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"> <li>• 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.</li> </ul> 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

Name of Company : \_\_\_\_\_ Folio No. \_\_\_\_\_

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; padding: 10px; text-align: center;">1<sup>st</sup> Holder</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">2<sup>nd</sup> Holder</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">3<sup>rd</sup> 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>
Signature verified as recorded with the Bank	
Seal of 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)  
Sole / First Holder Name

Signature(s)

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:	PIN : _____
g) Email id:	
h) Relationship with the security holder:	
i) Mobile No. of Nominee	
j) PAN No.*	

\* Kindly enclose PAN card copy self-attested by Nominee

**(3) IN CASE NOMINEE IS A MINOR—**

(a) Date of Birth	
(b) Date of attaining Majority	
(c) Name of Guardian	
(d) Address of Guardian	PIN : _____

**(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 / Spouse's Name:	
d) Occupation:	e) Nationality :
f) Address:	PIN : _____
g) Email id:	
h) Relationship with the security holder:	
i) Mobile No. of Nominee	
j) Relationship with the minor nominee	

Name :	
Address:	PIN : _____

Name of Security Holder (s)	Signature with date
1.	
2.	
3.	

Witness Name :	
Witness Address:	PIN : _____
Witness Signature with Date	

**NOTE: 1. Nomination form to be filled in duplicate. 2. Furnishing of SH-13 OR ISR-3 is mandatory**