



IOL CHEMICALS AND PHARMACEUTICALS LIMITED

31st May 2023
IOLCP/CGC/2023

National Stock Exchange of India Ltd.

Exchange Plaza, Plot no. C/1, G Block,
Bandra-Kurla Complex, Bandra (E)
Mumbai - 400 051

Security Symbol: IOLCP

BSE Limited

Phiroze Jeejeebhoy Towers,
Dalal Street
Mumbai – 400 001

Security Code: 524164

Subject: Reminder letter to shareholders to update KYC

Dear Sir,

Pursuant to Regulation 30 read with Schedule III, Part A, Para A of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we would like to submit that in terms of the provisions of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023, we have sent the reminder letters to the identified shareholders, holding shares in physical mode, to update their KYC. The copy of the said letter is enclosed herewith.

This is for your information and records.

Thanking You,

Yours faithfully,
For IOL Chemicals and Pharmaceuticals Limited

Abhay Raj Singh
Vice President & Company Secretary



IOL CHEMICALS AND PHARMACEUTICALS LIMITED

CIN: L24116PB1986PLC007030

Registered Office: Village & Post Office Handiaya, Fatehgarh Channa Road, Barnala, 148107, Punjab (India)

Corporate Office: 85 Industrial Area 'A', Ludhiana – 141003

Tel: +91-161-2225531 – 35 | **Fax:** +91 161-2608784

E-mail: investor@iolcp.com Website | www.iolcp.com

Sub: Furnishing of PAN, KYC and Nomination Details etc

Dear Shareholder(s),

This is further to our letter dated 10th March 2022 on the captioned subject. We are now once again informing that that Securities and Exchange Board of India (the 'SEBI') vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021 read with Circular No. SEBI/HO/MIRSD_RTA/P/CIR/2021/687 dated 14th December 2021 and now again through Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023 has mandated furnishing of the following documents/details by all the shareholders holding shares in physical mode:

1. PAN
2. Nomination details
3. Contact details (postal address with PIN, Mobile Number and E-mail address)
4. Bank Account details (Bank name and branch, bank account number, MICR, IFSC Code)
5. Specimen Signature

Since, the aforesaid details with respect to the shares held by you in the Company are not provided to or registered with the Company or the Registrar and Share Transfer Agent ("RTA") M/s Alankit Assignments Limited therefore we request you to furnish the same to RTA through enclosed Form **ISR-1**, along with the necessary attachments/documents as stated in the form itself.

Please note that the PAN to be furnished by you **should be linked with Aadhaar**. In case the same is not so linked, you are requested to do the same. In the event such linkage is not done within the specified date, then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which no PAN has been furnished.

FOR APPOINTING A NOMINEE, you are requested to furnish the enclosed Form **SH-13**.

IN CASE YOU DO NOT WISH TO NOMINATE ANY PERSON with respect to the physical shares held by you, please furnish your choice of opting out of nomination in Form **ISR-3**.

IN CASE YOU WISH TO CANCEL/CHANGE NOMINATION AT A LATER DATE with respect to the physical shares held by you then, please furnish the enclosed Form **SH-14**.

A copy of the above said forms can also be downloaded from the Company's website <https://www.iolcp.com> or from RTA's website at <http://www.alankit.com>.

The above said documents can be provided to our Registrar M/s Alankit Assignments Limited (unit: IOL Chemicals and Pharmaceuticals Limited), 4E/2, Jhandewalan Extension, New Delhi-110055 through email at rta@alankit.com / kycupdate@alankit.com or at Company's office at 85, Industrial Area "A" Ludhiana-141003 (Email: Investor@iolcp.com) by any of the following mode:

1. Through "In person Verification". In this case kindly bring the original documents along with copy thereof. The copy will be retained by the Registrars after proper verification.
2. Through hard copies which are self-attested with date.
3. Through electronic mode with e-signature.

In case the aforesaid details are not furnished your folio will be frozen by the Registrars w.e.f October 1, 2023.

Further, the securities under such frozen folios shall be referred by the Registrars or the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen till December 31, 2025. Therefore, you are advised to take a note of the above and furnish the aforesaid documents at the earliest.

In case you have already furnished the aforesaid documents, then kindly ignore this communication.

Thanking you,
Yours faithfully,
for **IOL Chemicals and Pharmaceuticals Limited**

Sd/-
Abhay Raj Singh
Vice President and Company Secretary

Encl.: as above

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 address	<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 of securities		Face value of securities
Distinctive number of securities	From	To

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

Name(s) of security holder(s) in Capital as per PAN (Copies of PAN of all the Holders duly self attested to be enclosed with this form)	PAN	PAN linked to Aadhaar
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: PAN shall be valid only if it is linked to Aadhaar by March 31, 2022 or other date as per specified By CBDT

Demat Account Number	
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Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant

Bank details of first holder	Account Number: _____
	Bank Name: _____
	Branch Name: _____
	IFS Code: _____

Note: original cancelled cheque with name of security first holder printed on it or Bank Passbook or Bank Statement attested by the Bank

E-mail address	
Mobile	

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			

Note: if the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point 3

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

	✓	Document / Information / Details	Instruction / Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	Copies of PAN of all the Holders duly self attested to be enclosed with this form . 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 as specified in SEBI Circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3	<input type="checkbox"/>	Proof of Address of the first holder	<p>Provide self-attested copy of 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	<input type="checkbox"/>	Bank details	Provide the latest Bank Statement attested by the Bank or original cancelled cheque with name of security holder printed on it.
5	<input type="checkbox"/>	E-mail address	Mention the email in form ISR-1 .In case it is not provided, the details available in the CML as enclosed will be updated in the folio
6	<input type="checkbox"/>	Mobile	Mention the Mobile No. in form ISR-1 In case it is not provided, the details available in the CML as enclosed will be updated in the folio
7	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank
8	<input type="checkbox"/>	Nomination	<p>Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR-3</p> <p>Change in Existing Nomination: Please use Form SH-14</p> <p>Cancellation of Existing Nomination: use Form SH-14 & Form ISR – 3</p>

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: _____

Address: _____

Second Holder Name: _____

Address: _____

Third Holder Name: _____

Address: _____

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(s) and Address of Security holders(s)

Signature(s)

Sole / First Holder Name: _____

Address: _____

Second Holder Name: _____

Address: _____

Third Holder Name: _____

Address: _____

Name and Address of Witness	Signature

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:

Name(s) and Address of Security holders(s)

Signature(s)

Sole / First Holder Name: _____

Address: _____

Second Holder Name: _____

Address: _____

Third Holder Name: _____

Address: _____

Name and Address of Witness	Signature