

PCL/CS/16100

22nd March, 2022

The Bombay Stock Exchange Ltd,
Pheroze Jeejeeboi Tower
Dalal Street
Mumbai-400001

SUB: LETTERS FOR UPDATION / REGISTRATION OF PAN, KYC AND NOMINATION
DETAILS SENT TO SHAREHOLDERS OF THE COMPANY HOLDING SHARES IN
PHYSICAL FORM

Dear Sir,

Pursuant to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 read with Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021, Punjab Communications Limited has completed dispatch of letter along with form ISR-1, ISR-2, ISR-3, SH-13 and SH-14 to shareholders holding shares in physical form for updation / registration of PAN, KYC and Nomination details.

The soft copies of above said forms are also available on the website of the Company i.e www.puncom.com website of M/s Alankit Assignments Limited being RTA of the Company i.e www.alankit.com.

The letter as well as prescribed forms sent to physical shareholder for updation / registration of PAN, KYC and Nomination details is attached herewith for your reference and record please.

Thanking you,

Yours faithfully,
For Punjab Communications Limited


(Company Secretary)

Encl.: As Above



Punjab Communications Limited

Regd. Office : B-91, Phase VIII, Industrial Area, Mohali (Punjab) - 160 071 India

Phone No. : 0172-2237101-04 | 0172-5022901-04

Fax : 0172-2237125 | Email ID : shareholders@puncom.com

CIN: L32202PB1981SGC004616 | Website : www.puncom.com

15th March, 2022

Folio No.:

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Subject: 1. SEBI Circular for updations of Permanent Account Number (PAN), KYC Details and Nomination in respect of your physical shareholding in Punjab Communications Limited and Dematerialization of shares

Dear Shareholder(s),

We wish to inform you that Securities and Exchange Board of India (SEBI) has, by its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021, read with Circular No. SEBI/HO/MIRSD_RTAP/CIR/2021/687 dated 14th December 2021, mandated that shareholder holding shares in physical form should submit copies of PAN Card, KYC details, Bank account details and Nomination to the Company / Registrar and Share Transfer Agent (RTA).

In view of above, we request you to please provide the following

- a) For updations of PAN number and KYC details, please fill up the attached Form ISR-1
- b) Self-attested copy of your PAN card (including PAN Card of the joint holders duly self-attested by them)
- c) Postal address with PIN Code, Self-attested copy of your valid address proof
- d) Mobile number and E-mail address
- e) Bank account details i.e., bank name, branch, account number and IFS Code supported by self-attested bank statement or original cancelled cheque leaf
- f) Specimen signature - Provide Banker's attestation of the signature in the attached Form ISR - 2.
- g) Nomination for the aforesaid folio(s) in the attached Form SH-13 or 'Declaration to Opt-out' in the attached Form ISR-3, if you do not wish to nominate any person or change of nomination in attached Form SH-14*;

*** in case of cancellation of nomination by shareholder through Form SH-14, declaration to Opt-out in form ISR-3 shall also be provided by the shareholder.*

Note 1: Please note that in case any one of the aforesaid documents / details is not available in the folio on or after April 1, 2023, such folios shall be frozen by the RTA. Once your folio is frozen, any service request in such folio shall be processed by the RTA only after receipt of the complete documents / details as aforesaid.

Note 2: Please link your PAN with your Aadhar number by 31st March 2022 or any other date as may be specified by the Central Board of Direct Taxes, otherwise your Folio shall be frozen.

Note 3: 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 for necessary action.

Note 4: Further, SEBI has also amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that transfer of securities held in physical form shall not be processed unless the same are held in the dematerialized form with a depository. This implies that you will not be able to transfer the shares held in physical form. In view of this we request you to dematerialize your shares at the earliest else you will not be able to transfer your shares held in physical form.

We request you to send the above details to Alankit Assignments Limited (Unit: Punjab Communications Limited), 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055 or through email at kycupdate@alankit.com at the earliest, by any one of the following modes:

- I. Through hard copies which should be self – attested and dated.
- II. Through electronic mode, provided that they are sent through E-mail id of the holder registered with RTA and all documents should be electronically/ digitally signed by the Shareholder and in case of joint holders, by first joint holder.
- III. Through 'In Person Verification' (IPV): the authorized person of the RTA shall verify the original documents furnished by the investor and retain copy(ies) with IPV stamping with date and initials.

Thanking you,

Yours faithfully,

For Punjab Communications Limited

Sd/-

Madhur Bain Singh

Company Secretary & Compliance Officer

Encl: as above

(This is a computer generated letter and does not require signature)

			<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. <input type="checkbox"/> The proof of address in the name of the spouse
4		Bank details	Account Number:
			Bank Name:
			Branch Name:
			IFS Code:
			Provide the following: <input type="checkbox"/> original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank #
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	✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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; padding: 10px; text-align: center;">1st Holder</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">2nd Holder</div> <div style="border: 1px solid black; padding: 10px; text-align: 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) <input style="width: 150px; height: 25px;" type="text"/>	2) <input style="width: 150px; height: 25px;" type="text"/>
	3) <input style="width: 150px; height: 25px;" type="text"/>
Seal of the Bank	Signature verified as recorded with the Bank
	(Signature)
Place:	Name of the Bank Manager
	Employee Code
Date:	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 : **Punjab Communications Limited**

Registered Address of the Company : **B-91, Phase VIII, Industrial Area, Mohali (Punjab) - 160 071 India**

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 : Punjab Communications Limited
Registered Address of the Company : B-91, Phase VIII, Industrial Area, Mohali (Punjab) - 160 071 India

I/We the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following person 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 & Add of Security holder (s)	Name & Address of witness:
Name:	Name:
Add:	Add:
Signature:	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 : **Punjab Communications Limited**

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