



8<sup>th</sup> March, 2022

The Secretary  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort,  
Mumbai – 400 001  
BSE Code: 500645

Listing Department  
National Stock Exchange of India Ltd.  
Exchange Plaza,  
Bandra - Kurla Complex, Bandra (E)  
Mumbai – 400 051  
NSE Code: DEEPAKFERT

**Subject: Intimation to Shareholders holding Shares in Physical Mode for furnishing PAN,  
KYC and nomination details.**

Dear Sir / Madam,

In compliance with regulation 30 read with Schedule III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith a specimen of the letter sent to the shareholders holding shares in physical mode in compliance with the SEBI Circular No. SEBI/ HO/MIRSD/ MIRSD\_RTAMB/ P/ CIR/ 2021/ 655 dated November 3, 2021 read with Circular No. SEBI/HO/MIRSD/ MIRSD\_RTAMB/P/ CIR/2021/687 dated 14th December, 2021, informing them to furnish their PAN, KYC and nomination details to the Registrars and Share Transfer Agent of the Company.

We request you to take the same on your record.

Thanking you,  
Yours faithfully,

**For Deepak Fertilisers  
And Petrochemicals Corporation Limited**

**Ritesh Chaudhry  
Company Secretary**





DEEPAK FERTILISERS  
AND PETROCHEMICALS  
CORPORATION LIMITED

Registered and Corporate Office: Sai Hira, Survey No. 93, Mundhwa, Pune - 411 036  
CIN: L24121MH1979PLC021360

Website: www.dfpl.com | Tel.: +91 20 66458000 | email id: investorgrievance@dfpl.com

Dear Shareholder,

**Sub: Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities**

The Securities and Exchange Board of India ("SEBI") has by circular No. SEBI / HO / MIRSD / MIRSD\_RTAMB / P / CIR / 2021 / 655 dated 3<sup>rd</sup> November, 2021 read with circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14<sup>th</sup> December, 2021 (the Circulars) has laid down common and simplified norms for processing shareholder's service request by Registrar and Share Transfer Agents (RTAs). As per the Circulars, SEBI has made it mandatory for holders of physical securities to furnish details of PAN, email address, mobile number, bank account and nomination/ opt-out of nomination. Copies of the Circulars together with the relevant forms are available on the Company's website <https://www.dfpl.com/investors/forms/> and that of KFin Technologies Private Limited, the Registrar and Transfer Agent ("KFin") at [www.kfintech.com](http://www.kfintech.com).

Please note that folios wherein any one of the above-mentioned document/ details are not registered, the respective folio shall be frozen on 1<sup>st</sup> April, 2023. The frozen folios will be referred by KFin/ 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 as on 31<sup>st</sup> December, 2025. Further, in respect of such folio(s) you will not be eligible to lodge grievance or avail any services from Company or Registrar and receive dividend, till the above-mentioned details are furnished.

Please note that in terms of the Circulars, w.e.f. 1<sup>st</sup> January, 2022, KFin is not processing any service request or complaint from shareholder(s)/claimant(s), unless PAN, KYC and Nomination documents/details are available.

Please submit the documents / details listed in the table below to KFin, (self-attested) at the following address:

Kind Attn: Mr. Balaji Reddy S,  
KFin Technologies Private Limited

Unit: Deepak Fertilisers And Petrochemicals Corporation Limited  
Selenium Tower B, Plot Nos. 31 & 32 | Financial District  
Nanakramguda | Serilingampally Mandal | Hyderabad – 500032

Sr. No.	Documents / details to be provided by shareholder(s)	Please furnish details in following forms
1	Valid Pan Linked with Aadhar	Form No. ISR-1
2	Postal Address with PIN	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	Form No. SH-13
7	Nomination details	
8	Declaration to opt-out of nomination	
		Form No. ISR-3

(\*The aforesaid forms can be downloaded from the Company's website <https://www.dfpl.com/investors/forms/> or that of KFin website <https://ris.kfintech.com/clientservices/isc/default.aspx>)

You can also e-mail the documents through your email registered with KFin, to [inward.ris@kfintech.com](mailto:inward.ris@kfintech.com) duly e-signed. E-Sign is an integrated service which facilitates issuing a digital signature certificate and performing signing of requested data by the e-Sign user. You may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology, Government of India (<https://cca.gov.in/>) for the purposes of obtaining the e-sign.

Further, you are required to link you PAN and Aadhar by 31<sup>st</sup> March, 2022 or any other date as may be specified by the Central Board of Direct Taxes (if not already linked) to avoid freezing of your folio(s).

**It is in your interest to provide the details / documents. If already provided, please treat this communication for information purpose only.**

Please feel free to get in touch with KFin / Company for any clarifications / assistance that you may require.

Thanking you,  
Yours truly,

For Deepak Fertilisers And Petrochemicals Corporation Limited  
Sd/-

Ritesh Chaudhry  
Company Secretary

Note: A copy of this letter may be submitted along with your reply for easy correlation.