



Our Ref: Sec/270/2023
Date: 31.05.2023

BSE Limited
Listing Department
Phiroze Jeejeebhoy Towers
Dalal Street, Mumbai -400 001
Scrip Code: 500252

National Stock Exchange of India Limited
Listing Department
Exchange Plaza, C-1, Block-G, Bandra Kurla Complex
Bandra(E), Mumbai - 400 051.
Symbol: LAXMIMACH

Dear Sirs,

Sub: Intimation under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose a copy of the letter sent to the identified shareholders pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023.

This is for your information and records.

Thanking you,

Yours faithfully,

For LAKSHMI MACHINE WORKS LIMITED

**C R SHIVKUMARAN
COMPANY SECRETARY**



SKDC Consultants Limited.

(Subsidiary of Link Intime India Pvt Ltd)

CIN:U74140MH1998PLC366529

Surya 35, Mayflower Avenue, Behind Senthil Nagar

Sowripalayam Road, Coimbatore 641028

Tel: 0422-4958995, 2539835 Email:kyc@skdc-consultants.com

Website: <https://www.skdc-consultants.com>

Dear Investor,

Subject: Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference nos SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD RTAMB/ P/CIR/2021/687 dated 3rd November, 2021 and 14th December, 2021 respectively.

We refer to the above circulars issued by SEBI that mandate all the listed companies to record **PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination of holders of physical securities. Email ID is optional; however, the security holders are requested to register email id also to avail online services.** This is applicable for all security holders holding shares in physical mode.

The salient features and requirements of the circular are as follows:

A) Non – updation of KYC: Folios wherein any ONE of the above cited details/documents, (i.e. PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination) **is/are not available on or after October 01, 2023, shall be frozen as per SEBI circular.**

Notes:

1) The securities in the frozen folios shall BE ELIGIBLE:

- To lodge any grievance or avail of any service from us, only after furnishing the complete documents / details as mentioned above.
- To receive any payment including dividend, interest, or redemption amount (which would be only through electronic mode) only after they comply with the above stated requirements.

2) a) The formats for Nomination and Updation of KYC details viz; Forms ISR-1, Annexure to Form ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are also available on our website as mentioned here below:

<https://www.skdc-consultants.com> → Resources → Downloads → KYC → Formats for KYC

In case you hold shares in multiple Companies, serviced by SKDC Consultants Limited., wherein the names of the holders are in the same order, you may download the Annexure to Form ISR-1, from the above-mentioned website & provide the details of all such Companies & corresponding folios & submit along with other KYC documents.

b) For registering new bank details or where there is a change in such details, mandatory submission of **Original cancelled cheque leaf** bearing the name of the first named security holder or alternatively, submission of copy of bank passbook/ statement attested by the bank along with Form ISR- 2 is required. In the case of joint holding, updation of bank details will be done based on the documents provided by the first holder only.

B) Mandatory Linkage of PAN with Aadhaar–It is mandatory to link PAN with Aadhaar number by June 30,2023, as per the Central Board of Direct Taxes (CBDT). Security holders who are yet to link their PAN with Aadhaar number are requested to get the same done before June 30, 2023. Post June 30, 2023 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar numbers. **The securities held in folios which have no PAN registered against the same or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 or any other date as may be specified by the CBDT, shall also be frozen.**

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport OR any other identity proof as issued by the Govt.

In view of the above, we request you to submit at the earliest, the KYC Request Form printed overleaf, and Form ISR-1 duly signed along with the required supporting documents, as applicable.

You may use any ONE of the following modes for submission:

1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s). Please note **the registered shareholder(s) has to** visit the office of the RTA for IPV and not his/her representative.
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
 - (a) In case your email id is already registered with us, you may send the scanned copies of your KYC documents with additionally **e-sign** affixed on the documents at our dedicated email-id: kyc@skdc-consultants.com Kindly mention the email subject line as **“KYC Updation - (Company Name) - Folio No : _____”**
 - (b) Securities holders can also upload KYC documents with additionally **e-sign affixed on the documents** on our website <https://www.skdc-consultants.com> → Investor Services → KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empaneled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,
For SKDC Consultants Limited
Investor Relation Cell (IRC)

Regd Office: SKDC Consultants Limited. (Subsidiary of Link Intime India Pvt Ltd), C-101, 247 Park, L.B.S Marg, Vikroli (West), Mumbai - 400083

This is a computer generated letter and hence no signature is required. If you have already submitted the documents for updating KYC or have dematerialized your physical securities, please do not submit the documents again.

Form ISR – 1

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023 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]

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

Date : / /

| | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> PAN | <input type="checkbox"/> Signature | <input type="checkbox"/> Mobile Number |
| <input type="checkbox"/> Bank details | <input type="checkbox"/> Registered Address | <input type="checkbox"/> E-mail address |

B. Security and KYC Details [to be filled in by the First Holder]:

| | | | |
|---|------|----------------------|--|
| Name of the Issuer Company | | Folio No. | |
| Face value of Securities | | Number of Securities | |
| Distinctive number of Securities (Optional) | From | To | |
| E-mail Address | | | |
| Mobile Number | | | |

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

| Name(s) of the Security holder(s) in Capital as per PAN Copies of PAN Cards of all the Holder(s) duly self-attested with date to be enclosed with this Form. | PAN | PAN Linked to Aadhaar -Y/N Tick any one [✓] * |
|---|-----|--|
| 1. | | Yes / No |
| 2. | | Yes / No |
| 3. | | Yes / No |
| 4. | | Yes / No |

Note: * PAN shall be valid only if it is linked to Aadhaar by June 30, 2023, or any other date as may be specified by CBDT.

Check Status of PAN linked with Aadhaar at <https://www.incometax.gov.in/iec/foportal> For Exemptions/Clarifications on PAN refer Instruction.

| Bank Account Details of First Holder | | |
|--------------------------------------|--|--|
| Name of the Bank & Branch | | IFSC |
| Bank A/c No. | | Tick any one [✓] Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [] |

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

| | |
|----------------------|------------------------------|
| Demat Account Number | 16 digit DPid /Client id [] |
|----------------------|------------------------------|

Also provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above Folio No, provided by me/us.

Declaration: All the above facts and documents enclosed are true and correct.

| | First Named Holder | Joint Holder - 1 | Joint Holder - 2 | Joint Holder - 3 |
|-----------|--------------------|------------------|------------------|------------------|
| Signature | | | | |
| Name | | | | |
| 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) overleaf. (Use separate Annexure to Form ISR-1 to update the above PAN and other KYC details as provided in this form with the additional Folio(s) where you are the First Named holder of securities, in such issuer companies.)

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

| No. | ✓ | Document/Information /Details | Instruction/Remark |
|-----|--------------------------|--------------------------------------|--|
| 1 | <input type="checkbox"/> | PAN of (all) the (joint) holder(s) | PAN Card copies of all the holders duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by June 30, 2023, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to <u>Objection Memo</u> as specified in SEBI circular. |
| 2 | <input type="checkbox"/> | Demat Account Number | Provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp. |
| 3 | | Proof of Address of the first Holder | <p>Provide self attested copy with date stamp of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder/claimant, duly signed by the Depository Participant with stamp. <input type="checkbox"/> Unique Identification Number (UID) (Aadhaar) <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance Bill* <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill – Not more than 3 months old. <input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organization stamp. <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* <p>*Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant/ spouse.</p> |
| 4 | <input type="checkbox"/> | Bank details | Original cancelled cheque leaf bearing the name of first holder OR latest copy of the bank passbook/statement with details of bank name, branch, account number and IFSC duly attested by the bank. Alternatively, Bank details as per CML enclosed will be updated in the folio. |
| 5 | <input type="checkbox"/> | E-mail address (Optional) | As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio. |
| 6 | <input type="checkbox"/> | Mobile | As mentioned on Form ISR-1, alternatively the mobile number 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 leaf bearing the name of the first holder. |
| 8 | | Nomination | <p>Submit these Form(s) separately for each listed company. (Use any ONE of the following options.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SH-13 For First Time Nomination <input type="checkbox"/> SH-14 For Cancellation or Variation in Nomination <input type="checkbox"/> SH-14 and ISR-3 For Cancellation of Nomination and to "Opt-Out" <input type="checkbox"/> ISR-3 To "OPT-Out" of Nomination or if No Nomination is required |

Note:

- 1) In case of additional folios for securities held under the same First Named holder for Companies managed by the same RTA, details of such folios to be completed in Annexure to Form ISR-1 along with the required declaration and authorisation.
- 2) All the above blank forms along with the mode of submission are available on our website

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Annexure to Form ISR – 1

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023 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, IN THE UNDERSTATED COMPANIES

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

Dear Sir/Madam,

I/We request you(RTA), to register / update the details of PAN and KYC details in the following additional Companies where the securities are held in my/our name(s) and the first named holder is in the same order as that which is mentioned in Form ISR-1.

PI note: Use of this Annexure without Form ISR-1, will be rejected.

Date : / /

| Sr.No | Name of the Issuer Company | Folio No. | Quantity of Securities | Face Value of Securities | Start-Distinctive (Optional) | End-Distinctive (Optional) |
|-------|----------------------------|-----------|------------------------|--------------------------|--------------------------------|------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Use a copy of this sheet, if extra space is required)

Authorization: I/We authorise you (RTA) to update the PAN and KYC details as provided by me/us as per Form ISR-1, in my / our above Folio No(s), held in my / our name(s) in which I/we are the holder(s) of securities where first holder remains unchanged. The original Form ISR-1, duly filled in by me/us is attached with Annexure to Form ISR-1.

Declaration: All the above facts and documents enclosed are true and correct.

| | First Named Holder | Joint Holder - 1 | Joint Holder - 2 | Joint Holder - 3 |
|------------------|--------------------|------------------|------------------|------------------|
| <u>Signature</u> | | | | |
| <u>Name</u> | | | | |

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 per the instructions stated in point (3) of Form ISR-1.

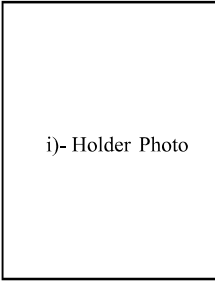
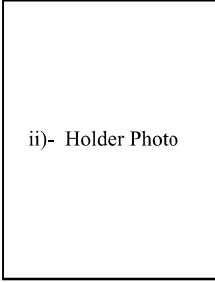
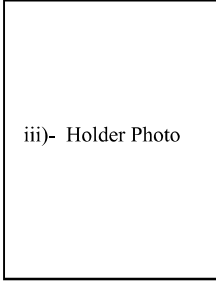
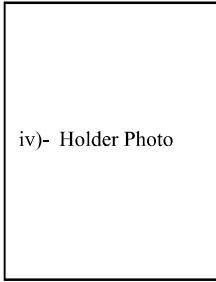





(Use separate Annexure to Form ISR-1 to update PAN and other KYC details as provided in Form ISR-1 where you are the First Named security holder in such issuer companies. serviced by us.)



Form ISR – 2

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023)

Confirmation of Signature of Securities Holder by the Banker

| | | | |
|---|---|--|--|
| 1. Bank Name and Branch | | | |
| 2. Bank contact details | | | |
| Postal Address | | | |
| Mobile/Tel number | | | |
| E-mail address | | | |
| 3. Bank Account number | <i>attach original cancelled cheque leaf</i> | | |
| 4. Account opening date | | | |
| 5. Account holder's PAN | Account Holder's Name | | |
| i) | i) | | |
| ii) | ii) | | |
| iii) | iii) | | |
| iv) | iv) | | |
| 6. Latest photograph of the account holder(s) | | | |
|  i)- Holder Photo |  ii)- Holder Photo |  iii)- Holder Photo |  iv)- Holder Photo |
| 7. Account holder(s) details as per Bank Records | | | |
| a) Address | | | |
| b) Mobile/Tel number | | | |
| c) Email address | | | |
| d) Signature(s) of the Holder(s) | | | |
| i)  |  <i>Bank Manager's Signature and Bank Seal</i> | | |
| ii)  | | | |
| iii)  | | | |
| iv)  | | | |
| -- (To be Mandatorily Filled by the Bank Official) -- | | | |
| Place: | Name of the Bank Manager : | | |
| Date: | Employee Code : | | |
| Mobile / Tel no: | Email_id : | | |

Form ISR - 3

Declaration Form for Opting-out of Nomination by Holders of Physical Securities in Listed Companies

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023)

To,

Date: / /

Name of the Company :

Address of the Company :

.....

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(s) (From – To) |
|----------------------|-----------|---------------------|-----------------|------------------------------------|
| Tick ✓ as relevant | | | | |
| Equity / Debentures | | | | |

I / We the holder(s) of the securities particulars of which are given hereinabove, **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.

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.

Signature(s) as per Specimen recorded with the Company.

| | First Holder | Joint Holder -1 | Joint Holder -2 | Joint Holder -3 |
|------------------|--------------|-----------------|-----------------|-----------------|
| <u>Signature</u> | | | | |
| <u>Name</u> | | | | |

Witness Details:

| | | | |
|--------------------|--|------------|------|
| Name of Witness | | Signature | |
| Address of Witness | | | Date |
| | | Pin: _____ | |

* Use of ISR-3 (ie to Opt-Out of Nomination OR if "No_Nomination" is required by the investor) will be applied for the entire securities against the said Folio.



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] Date: / /**

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(s) (From – To) |
|-------------------------|-----------|--------------------|-----------------|------------------------------------|
| Tick ✓ as relevant | | | | |
| Equity / Debs/ Bonds | | | | |

(2) PARTICULARS OF NOMINEE/S — [Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio]

| | | | |
|--|--|----------------------|---------|
| Name of Nominee | | | |
| Address of Nominee | | Date of Birth | { - - } |
| Father's/Mother's/ Spouse's name | | Occupation | |
| Relationship with the security holder | | Nationality | |
| E-mail_id | | Mobile No | |

(3) IN CASE NOMINEE IS A MINOR —

| | | | |
|--------------------------------|--|---------------------------------------|---------|
| Name of Guardian | | Date of Birth | { - - } |
| Address of Guardian | | Date of attaining majority | { - - } |

Signature(s) as per Specimen recorded with the Company.

| | First Holder | Joint Holder -1 | Joint Holder -2 | Joint Holder -3 |
|------------------|--------------|-----------------|-----------------|-----------------|
| Signature | | | | |
| Name | | | | |

Witness Details:

| | | | |
|---------------------------|------------------|------------------|--|
| Name of Witness | | Signature | |
| Address of Witness | _____ Pin: _____ | | |
| | | Date | |

* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.



Form SH-13 - INSTRUCTIONS

[Please follow the instructions given below very carefully while filling in your Nomination request.]

1. Nomination can be made only by individuals applying/holding securities on their own behalf, singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The nomination will be registered only when it is complete in all respects including the signature of (a) all registered holder(s) (as per specimen lodged with the Company) /RTA and (b) the complete details of the nominee and witness being furnished.

2. A minor can be nominated by a holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).

3. The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a nominee on re-patriable basis provided RBI approval granted to the nominee is registered with the Company / RTA.

4. In case you have multiple folios, then you may take a photocopy of this Form.

5. Nomination request would be considered for securities held in physical form only.

6. The nomination will be valid, if the registration of Nomination is done before the demise of the holder.

7. The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).

8. The Holder(s) can override (delete or change) an earlier nomination by executing a fresh Nomination Form SH-14 for which a fresh registration number will be allotted. The earlier nomination will automatically stand cancelled.

9. In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.

10. Nomination registration number will be allotted upon successful registration.

11. The Company / RTA will entertain claims of registered nominees only.

12. The Nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.

13. Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.

■ **For Office Use Only**

■ Nomination Registration Number :

■ Date of Registration :

■ Checked and Signature of Employee :



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]

To, Date: / /

Name of the Company :

Address of the Company:

I/We, hereby cancel the nomination(s) made by me/us in favour of.....
.....(name and address of the nominee) in respect of the below mentioned securities.

or

I/We hereby nominate the following person in place ofas 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(s) (From – To) |
|-------------------------|-----------|--------------------|-----------------|------------------------------------|
| Tick ✓ as relevant | | | | |
| Equity / Debs/ Bonds | | | | |

(2) PARTICULARS OF THE NEW NOMINEE/S — [Use photocopies of this Form-SH-14 in case of additional Multiple New Nominations in the same folio]

| | | | |
|--|--|---------------|---------------|
| Name of Nominee | | | |
| Address of Nominee | | Date of Birth | { - - } |
| Father's/Mother's/ Spouse's name | | Occupation | |
| Relationship with the security holder | | Nationality | |
| E-mail_id | | Mobile No | |

(3) IN CASE NEW NOMINEE IS A MINOR —

| | | | |
|---------------------|--|----------------------------|---------------|
| Name of Guardian | | Date of Birth | { - - } |
| Address of Guardian | | Date of attaining majority | { - - } |

Signature(s) as per Specimen recorded with the Company.

| First Holder | Joint Holder -1 | Joint Holder -2 | Joint Holder -3 |
|--------------|-----------------|-----------------|-----------------|
| Signature | | | |
| Name | | | |

Witness Details:

| | | | |
|--------------------|-----------|-----------|--|
| Name of Witness | | Signature | |
| Address of Witness | Pin _____ | | |
| | | Date | |

* New Nomination will be registered for entire holding in the folio. In case of more than one new-nominee, the ratio should be furnished & separate form to be filled for each of the new-nominee.



Form SH-14 - INSTRUCTIONS

[Please follow the instructions given below very carefully while filling in your request for Cancellation/Variation in Nomination registered.]

Upon successful execution of SH-14, the earlier Nomination shall stand cancelled.

1. The New-Nomination can be made only by individuals applying/holding securities on their own behalf singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The new nomination will be registered only when it is complete in all respects including the signature of (a) all registered holders (as per specimen lodged with the Company / RTA) and (b) the complete details of the new nominee and witness being furnished.

2. A minor can be nominated as a new nominee by holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).

3. The new nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a new nominee on re-patriable basis provided RBI approval granted to the new nominee is registered with the Company.

4. In case you have many folios, then you may take a photocopy of this form.

5. Request for Change/Cancellation in Nomination in Form SH-14 will be considered for securities held in physical form only.

6. The new nomination will be valid, if the registration of Nomination is done before the demise of all the holders in the folio.

7. The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).

8. In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.

9. Fresh Nomination registration number will be allotted upon successful registration.

10. The Company / RTA will entertain claims of registered nominees only.

11. The new nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.

12. In case the nomination already registered is being cancelled by submission of SH-14 and a fresh nomination is not being registered, the security holder(s) is/are mandatorily required to submit Form ISR-3 to 'Opt Out' of Nomination.

13. Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.

■ **FOR OFFICE USE ONLY** :

■ Nomination Registration Number :

■ Date of Registration :

■ Checked and Signature of Employee :

