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March 17, 2022

**BSE Limited**

Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort,  
Mumbai 400001  
**Stock Code: 532504**

**National Stock Exchange of India Limited**

Exchange Plaza,  
Bandra Kurla Complex, Bandra (East),  
Mumbai 400051  
**Stock Code: NAVINFLUOR EQ**

Dear Sir / Madam,

**Sub.: Intimation to shareholders holding shares in physical mode for updating valid PAN, KYC and nomination details**

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed a copy of the letter sent to shareholders holding shares in physical mode in compliance with SEBI Circulars dated November 3, 2021, December 14, 2021 and January 25, 2022.

Kindly take the information on record.

Thanking you,

**For NAVIN FLUORINE INTERNATIONAL LIMITED**

**Niraj B. Mankad**  
**President Legal and Company Secretary**

Encl.: a/a

## Navin Fluorine International Limited

602, 6th Floor, Natraj by Rustomjee, 194 M.V.Road & Western Express Highway,  
Near Kanakia 351 Building, Andheri (E), Mumbai - 400 069  
T: +91 22 6650 9999 F: +91 22 6650 9800 E: info@nfil.in W: www.nfil.in  
CIN NO.: L24110MH1998PLC115499

March 15, 2022

Folio No. :  
Name of the Sole / First Holder :  
Address :

Name of Second Holder :  
Name of Third Holder :

Dear Shareholder,

Ref.: SEBI Circular dated November 3, 2021 and January 25, 2022

**Sub.: Furnishing of PAN, KYC details and Nomination or updation thereof by holders of physical securities**

We hope this communication finds you and your family in good health.

As you may be aware, SEBI has, vide the referred Circulars, mandated:

- a. furnishing self-attested copy of Permanent Account Number ('PAN'), postal address, email address, mobile number, bank account details, specimen signature and nomination/declaration to opt-out from nomination by holders of physical securities;
- b. issue of securities in dematerialized form only, while processing request for: (i) issue of duplicate securities certificate, (ii) claim from unclaimed suspense account; (iii) renewal/exchange of securities certificate; (iv) endorsement; (v) sub-division / splitting of securities certificate; (vi) consolidation of securities certificates/folios; (vii) transmission; (viii) transposition.

We observe from our records that you have not furnished some of the mandatory documents/details against your holding under the said folio number. We request you to furnish the documents/details, as per the table below, to the Company's Registrar & Transfer Agent, KFin Technologies Private Limited ('KFinTech'), immediately on receipt of this letter.

Sr. No.	Particulars	Please furnish details/documents by submitting
1.	Valid PAN	Form ISR-1
2.	Postal Address with PIN code	
3.	Email address	
4.	Mobile Number	
5.	Demat account details	
6.	Bank account details	
7.	Signature	Form ISR-2
8. (i)	Nomination	Form SH-13
(ii)	Declaration to opt out nomination	Form ISR-3
9.	Cancellation or change in Nomination	Form SH-14
10.	Request for: <ul style="list-style-type: none"> <li>o Issue of duplicate share certificate</li> <li>o Renewal / exchange of share certificate</li> <li>o Sub-division / splitting of share certificate</li> <li>o Consolidation of share certificates / folios</li> <li>o Transmission</li> <li>o Transposition</li> <li>o Other mentioned services</li> </ul>	Form ISR-4

The aforesaid specimen forms are enclosed here with and can also be downloaded from the website of the Company and KFinTech at <https://www.nfil.in/investor/downloads.html> and [www.kfintech.com](http://www.kfintech.com).

**Freezing of Folios without PAN, KYC details and Nomination:**

- a. You are advised to ensure that your PAN is linked to Aadhaar by **March 31, 2022** or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio;
- b. Folios wherein any one of the document / details specified in Sr. nos. 1 to 8 of the above table are not available **on or after April 01, 2023**, shall be frozen;
- c. Any grievance and service request shall be entertained only upon registration of the aforesaid details with KFinTech;
- d. Securities in frozen folios shall be eligible for payment including dividend, interest, or redemption amounts only through electronic mode upon furnishing PAN, KYC details and Nomination;
- e. **On and from December 31, 2025**, the frozen folios shall be referred by the RTA/ Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

You are requested to forward the duly filled in Forms along with the related documents as mentioned (self-attested) to the following address or through the other modes specified in Form ISR-1:

To,  
Kind Attn.: Mr. Vagolu Ratna Babu, Senior Manager - Corporate Registry,  
KFin Technologies Private Limited  
Unit: Navin Fluorine International Limited  
Selenium Building, Tower B, Plot 31&32, Gachibowli,  
Financial District, Nanakramguda, Serilingampally, Hyderabad 500032  
E-mail: einward.ris@kfintech.com

Please contact KFinTech/Company for any clarifications / assistance that you may be require.

In case requisite details/documents have already been submitted, please treat this communication for information purpose only.

Yours faithfully,  
For Navin Fluorine International Limited

**Niraj B. Mankad**  
President Legal and Company Secretary

*Encl.: as above (Form ISR – 1, Form ISR – 2, Form ISR – 3, Form ISR – 4, Form No. SH-13 and Form No. SH-14)*

This communication is computer generated and hence does not require signature.



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: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p>Provide the following:</p> <p><input type="checkbox"/> <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></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	✓ <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"/>

## 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</u> <i>or</i> <u>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</u> &amp; <u>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 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

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; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">1<sup>st</sup> Holder</div> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">2<sup>nd</sup> Holder</div> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: 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)

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,

KFin Technologies Private Limited

**Unit: Navin Fluorine International Limited**

Selenium Building, Tower-B, Plot No 31 & 32,

Financial District, Nanakramguda, Serilingampally,

Hyderabad, Rangareddi, Telangana 500 032

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 Number	Number of Securities	Certificate Number	Distinctive Number	
				From	To

(2) PARTICULARS OF NOMINEE/S:

(a)	Name (in full)	
(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(s)	

(3) IN CASE NOMINEE IS A MINOR:

(a)	Date of Birth	
(b)	Date of attaining majority	
(c)	Name of guardian	
(d)	Address of guardian	

(4) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY:

(a)	Name (in full)	
(b)	Date of Birth	
(c)	Father's/Mother's/Spouse's name	
(d)	Occupation	
(e)	Nationality	
(f)	Address	
(g)	E-mail id and Telephone Number	
(h)	Relationship with the security holder(s)	
(i)	Relationship with the minor nominee	

Name of  
Security holder(s):  
Address:

\_\_\_\_\_  
Signature of Security holder(s) with date

Name of witness(s):  
Address:

\_\_\_\_\_  
Signature of witness(s) with date

Note:

1. As per section 72 of the Companies Act 2013, if the shares are held by more than one person jointly, then all joint holders together can nominate a person to whom their shares held in the Company shall vest in the event of death of all the joint shareholders.
2. If the shares are held jointly, subsequent to the death of anyone of the shareholder(s), the shares would not be registered in favour of the nominee but would be transferred in the name of the surviving shareholder(s).
3. The shareholder(s) can nominate a minor as a nominee and in that event the name and address of the guardian shall be provided.
4. The shareholder(s) can delete or change an earlier registered nomination by submitting Form No. SH-14 (Cancellation or Variation of Nomination form).
5. Kindly note that the nomination being a legal document should be dated by the shareholder(s) and the witness should certify that the shareholders has signed the Form in their presence. Further, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
6. A self-attested copy of identity proof of nominee is required.
7. Provisions of the Companies Act, 2013 and SEBI Regulations will apply.

**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,  
KFin Technologies Private Limited  
**Unit: Navin Fluorine International Limited**  
Selenium Building, Tower-B, Plot No 31 & 32,  
Financial District, Nanakramguda, Serilingampally,  
Hyderabad, Rangareddi, Telangana 500 032

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 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 Number	Number of Securities	Certificate Number	Distinctive Number	
				From	To

(2) (a) PARTICULARS OF THE NEW NOMINEE:

i.	Name (in full)	
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(s)	

(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	

(3) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY:

(a)	Name (in full)	
(b)	Date of Birth	
(c)	Father's/Mother's/Spouse's name	
(d)	Occupation	
(e)	Nationality	
(f)	Address	
(g)	E-mail id and Telephone Number	
(h)	Relationship with the security holder(s)	
(i)	Relationship with the minor nominee	

Name of  
Security holder(s):  
Address:

\_\_\_\_\_  
Signature of Security holder(s) with date

Name of witness(s):  
Address:

\_\_\_\_\_  
Signature of witness(s) with date

Note:

1. The shareholder(s) can delete or change an earlier registered nomination by submitting this Form No. SH-14 (Cancellation or Variation of Nomination form).
2. As per section 72 of the Companies Act 2013, if the shares are held by more than one person jointly, then all joint holders together can nominate a person to whom their shares held in the Company shall vest in the event of death of all the joint shareholders.
3. If the shares are held jointly, subsequent to the death of anyone of the shareholder(s), the shares would not be registered in favour of the nominee but would be transferred in the name of the surviving shareholder(s).
4. The shareholder(s) can nominate a minor as a nominee and in that event the name and address of the guardian shall be provided.
5. Kindly note that the nomination being a legal document should be dated by the shareholder(s) and the witness should certify that the shareholders has signed the Form in their presence. Further, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
6. A self-attested copy of identity proof of nominee is required.
7. Provisions of the Companies Act, 2013 and SEBI Regulations will apply.



Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

\*\* Wherever applicable / whichever details are available

**D. Document / details required for specific service request:**

- I.  Duplicate securities certificate
  
- II.  Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
--------------------	----------------------------

- III.  Replacement / Renewal / Exchange of securities certificate  
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV.  Endorsement
- V.  Sub-division / Splitting of securities certificate
- VI.  Consolidation of securities certificate/Folios
- VII.  Transmission
- VIII.  Transposition

*Provide / attach original securities certificate(s) for request for item numbers III to VIII above.*

**Declaration:** All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full address	✓		
PIN	✓ □ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.