



**GUJARAT GAS**  
**11<sup>th</sup> July, 2024**

**GGL/SEC/1319/2024**

To,

<b>National Stock Exchange of India Ltd,</b> Exchange Plaza, 5 <sup>th</sup> Floor, Plot No. C/1, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400 051  Company Code: NSE-GUJGASLTD	<b>BSE Limited</b> Phiroze Jeejeebhoy Towers Dalal Street Mumbai- 400 001  Company Code: BSE-GUJGAS
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**Sub: Communication sent to Physical Shareholders to furnish PAN and KYC Details as per SEBI Master Circular dated 17<sup>th</sup> May, 2023 read with SEBI Circular dated 10<sup>th</sup> June, 2024**

Respected Sir/ Madam,

In terms of the provisions of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith a copy of the letter sent to the physical Shareholders today requesting them to furnish their PAN and KYC details for updation to the Company/Registrar and Transfer Agent of the Company i.e. KFIN Technologies Limited in compliance with the SEBI Master Circular dated 17<sup>th</sup> May, 2023 read with SEBI Circular dated 10<sup>th</sup> June, 2024.

Further, the prescribed forms as per the aforesaid SEBI Circulars are also available on the website of the Company at [www.gujaratgas.com](http://www.gujaratgas.com).

This is for your information and records.

Thanking you,

**For, Gujarat Gas Limited**

Sandeep Dave  
**Company Secretary**

*Encl:As Above*



GUJARAT GAS  
GUJARAT GAS LIMITED

Registered Office: Gujarat Gas CNG Station, Sector 5/C, Gandhinagar – 382006, Gujarat  
Tel: +91-79-26462980, website: [www.gujaratgas.com](http://www.gujaratgas.com)  
E-mail Id: [Investors@gujaratgas.com](mailto:Investors@gujaratgas.com)  
CIN: L40200GJ2012SGC069118

Date: 8<sup>th</sup> July, 2024

Dear Shareholder,

Folio No:

**Subject: Intimation for Mandatory Updation of KYC details by the Shareholders holding Shares of Gujarat Gas Limited in Physical Form**

**Ref: SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023 read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/181 dated 17<sup>th</sup> November, 2023, SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated 10<sup>th</sup> June, 2024 and SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 7<sup>th</sup> May, 2024**

We refer to the above Circulars/Master Circular issued by SEBI that mandates all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details and Specimen Signature of Physical Shareholders. Updation of Email ID and Nomination details by the Physical Shareholders has been made optional by SEBI. However, the security holders are requested to register their E-mail ID to avail online services and nomination details for ensuring smooth transmission of securities as well. This is applicable for all security holders holding Shares in Physical Mode.

**The salient features and requirements of the SEBI Circular are as follows:**

**A)** In case of non-updation of PAN, Contact Details including Mobile Number, Bank Account Details and Specimen Signature in respect of physical folios, dividend/interest etc. **shall be paid only through electronic mode with effect from 01<sup>st</sup> April, 2024 upon furnishing all the aforesaid details in entirety.**

Accordingly, if a security holder updates the PAN, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after 1<sup>st</sup> April, 2024, then any dividends/interest etc. declared by the Company during the period (i.e. from 1<sup>st</sup> April, 2024 till updation of KYC by Shareholders) pertaining to the securities of the Company and due for payment to Physical Shareholder, would be paid electronically only upon complying with the above requirements.

Further the physical shareholders will not be able to lodge a grievance or avail any service request from the R&TA till the said details are updated/provided against their folio.

**B)** All existing shareholders are encouraged, in their own interest, to provide 'choice of nomination' for ensuring smooth transmission of securities held by them as well as to prevent accumulation of unclaimed assets in securities market.

In this connection, the current status of the below mentioned folio is provided for your ready reference & we request you to comply with required mandatory fields on top priority to enable us to credit the Dividend, if any, which may be declared by the Company:

Name of the Security Holder	PAN (Mandatory)	Specimen Signature (Mandatory)	Contact Details including Mobile No. (Mandatory)	Bank Details: (Mandatory)	Nominee Details (Optional)	Email – ID (Optional)

It is requested, therefore, to submit the following details in the enclosed formats (wherever applicable) along with the supporting documents to the Company/KFin Technologies Limited (R&TA) at below mentioned address.

Forms	Description	Documents required
Form ISR 1	Request for Registering PAN, KYC & Bank Details or updation thereof (postal address, Mobile No. & E-Mail ID)	Duly filled & signed Form ISR 1 along with: 1. Self-attested copy of PAN card & Address proof (Preferably Aadhar) of the shareholder/s as per Form ISR-1. <b>Note: PAN Linked with Aadhar would only be accepted</b> 2. Original cancelled cheque leaf with printed name of the registered shareholder or provide legible copy of Bank passbook or Bank statements attested by the bank.
Form ISR 2	In case of major mismatch in signature of shareholder or in case signature is not available with Company.	Duly filled & signed Form ISR 2 along with confirmation of Signature of Securities Holder by the Banker
Form ISR 3	Declaration Form for Opting - out of Nomination	Duly filled & signed Form ISR 3
Form SH 13	For Furnishing Nomination Details	Duly filled & signed Form SH 13 for registering Nominee along with self attested ID proof of Nominee
Form SH 14	Cancellation or variation in Nomination	Duly filled & signed Form SH 14

The formats for Nomination and Updation of KYC details viz. Forms ISR 1, ISR 2, ISR 3, SH 13, SH 14 and SEBI Circulars are also available on the website of the Company viz. [www.gujaratgas.com](http://www.gujaratgas.com) – Investors Section - Intimation to Shareholders - Investor Service Procedure for Physical Shareholders.

Please find below the contact details of Company & R&TA:-

Company:	Registrar:
<b>Gujarat Gas Limited</b> Corporate Office: 2, Shanti Sadan Society, Near Parimal, Garden, Ellisbridge, Ahmedabad-380006, Tel: +91-79-26462980 Website: <a href="http://www.gujaratgas.com">www.gujaratgas.com</a> , E-mail Id: investors@gujaratgas.com	<b>M/s. KFin Technologies Limited</b> (Unit: Gujarat Gas Limited) Selenium Tower B, Financial District, GachiBowli, Serilingampally Mandal, Nanakramguda, Hyderabad-500032, Telangana, Toll-free No.: 1800-309-4001 E-mail Id: einwardris@kfintech.com

You are requested to complete the KYC formalities at the earliest possible.

Thanking You.

Yours faithfully,  
**For Gujarat Gas Limited,**

Sd/-  
 Sandeep Dave  
**Company Secretary**  
 Encl: As above



	(Optional)	Depository Participant.
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"/> Unique Identification Number (UID) (Aadhaar)</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License</p> <p><input type="checkbox"/> Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line)/ Electricity bill / 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 duly attested by the employer with date and organisation stamp</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"/> Proof of address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse.</p> <p><input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.</p>
4	Bank details (to be updated for first holder in case of joint holding)	<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"/> Original cancelled cheque bearing the name of the security holder; <b>OR</b></p>

			<input type="checkbox"/> Bank passbook/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 following additional folio(s) held in my / our name (use *Separate Annexure* if extra space is required):

S. No.	Name of the Issuer Company	Folio No.	Quantity of securities	Face value of securities	Distinctive number of securities (Optional)

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. 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.
- 2. Through Post:** Hard copies of the documents which are self-attested.

**3. Through electronic mode with e-sign:** The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign\* of the holder(s)/ claimant(s).

\*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant 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 \(https://cca.gov.in/\)](https://cca.gov.in/) for the purpose of obtaining an e-sign.

**Note**

<ul style="list-style-type: none"> <li>• Holders of physical securities in listed company are mandatorily required to furnish PAN, KYC details (Contact details, Bank Account Details, Signature) and Nomination (for all the eligible folios) to enable RTA to process any service request or complaints received from the security holder(s)/ Claimants.</li> </ul>	
<ul style="list-style-type: none"> <li>• Upon receipt or up-dation of bank details, the RTA shall, <i>suo-moto</i>, generate request to the company’s bankers to 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 timelines as mentioned in the circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 dated November 26, 2021. 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>	<p><b>Option A</b></p> <ul style="list-style-type: none"> <li>i. Security holder shall provide the following documents:               <ul style="list-style-type: none"> <li>(a) Original cancelled cheque with name of the security holder printed on it; or</li> <li>(b) Self-attested copy of Bank Passbook/ Bank Statement;</li> </ul> <p style="text-align: center;"><b>and</b></p> <li>ii. Banker’s attestation of the signature of the same bank account as mentioned in (i) above as per <b>Form ISR - 2.</b></li> </li></ul> <p style="text-align: center;"><b>OR</b></p> <p><b>Option B</b></p> <ul style="list-style-type: none"> <li>• The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos. 1-4 of Annexure – E of SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</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 (<a href="#">SH-13</a>) or 'Declaration to Opt out of Nomination' as per <a href="#">Form ISR-3</a>, in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</li> <li>Variation in Existing Nomination: Please use <a href="#">Form SH-14</a></li> <li>Cancellation of Existing Nomination and opting out: use <a href="#">Form SH-14</a> &amp; <a href="#">Form ISR – 3</a></li> </ul>
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\*\* 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 6 & 7 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 <a href="#">SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011</a> 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	<p style="text-align: center;"><b>Option A</b></p> <p>i. Security holder shall provide the following documents:</p> <p>(a) Original cancelled cheque with name of the security holder printed on it; or</p> <p>(b) Self-attested copy of Bank Passbook/Bank Statement;</p> <p style="text-align: center;"><b>and</b></p> <p>ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Option B</b></p> <p>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos.1-4 of Annexure – E of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</p>
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 in Smart Card form, Book form or copy of digital form</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>• PAN card with photograph</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	<p>In case the signature of the holder matches with the record available with the RTA, the request for change in address may be processed within the prescribed timelines.</p> <p>In case there is a difference in signature, the RTA shall follow the procedure as prescribed for mismatch in signature as laid down at Para – 1 of Annexure C of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</p>

*(Page 6 & 7 is for information to investors; print out of the same is not required)*

**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-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)*

[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) \*  
Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

*\* Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of 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:

Address:

Name of the Security

Holder (s)

Signature

Witness with  
name and address