



## HFCL Limited

8, Commercial Complex, Masjid Moth, Greater Kailash - II,  
New Delhi - 110048, India

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Web : [www.hfcl.com](http://www.hfcl.com)

Email : [secretarial@hfcl.com](mailto:secretarial@hfcl.com)

HFCL/SEC/21-22  
February 16, 2022

**The BSE Ltd.**

1<sup>st</sup> Floor, New Trading Wing, Rotunda Building  
Phiroze Jeejeebhoy Towers, Dalal Street, Fort  
Mumbai – 400001

[corp.relations@bseindia.com](mailto:corp.relations@bseindia.com)

**Security Code No.: 500183**

**The National Stock Exchange of India Ltd.**

Exchange Plaza, 5<sup>th</sup> Floor, C – 1, Block G  
Bandra – Kurla Complex, Bandra (E)  
Mumbai – 400051

[cmli@nse.co.in](mailto:cmli@nse.co.in)

**Security Code No.: HFCL**

Dear Sir/ Madam,

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

Pursuant to Regulation 30 and Part A of Schedule III of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith a copy 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 ("Circulars").

The Company vide its letter dated 31<sup>st</sup> January, 2022 has informed to all the shareholders of the Company holding equity shares in physical mode to furnish their PAN, KYC and nomination details to the Registrars and share Transfer Agent of the Company i.e. MCS Share Transfer Agents Limited.

Kindly take the same on your records.

Thanking you,

Yours faithfully,  
For HFCL Limited

  
(Manoj Baid)

Sr. Vice-President (Corporate) &  
Company Secretary



Encl. as above



## HFCL LIMITED

(Corporate Identity Number : L64200HP1987PLC007466)

Regd. Office : 8, Electronics Complex, Chambaghat, Solan-173213 (Himachal Pradesh)

Corp. Office : 8 Commercial Complex, Masjid Moth, Greater Kailash-II New Delhi-110048

Tel: +91-1792-230644; Fax: +91-1792-231902; Website : WWW.hfcl.com E-mail : secretarial@hfcl.com

Date : 31.01.2022

Folio No. :

Dear Shareholder(s),

**RE: Mandatory furnishing of PAN, KYC details and Nomination by Shareholders holding shares in physical mode.**

The Securities and Exchange Board of India ("SEBI") vide its 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 ("Circulars") prescribed mandatory provisions with regard to, inter-alia, the followings:-

- \* Furnishing of PAN, KYC details (i.e. Contact details- Postal address with PIN, Mobile Number, E-mail address), Bank account details (i.e. bank name and branch, bank account number, IFS Code etc.), Specimen signatures and Nomination by the Shareholders holding shares in physical mode.
- \* Compulsory linking of PAN and Aadhar by the Shareholders holding shares in physical mode.
- \* Freezing of folios without valid PAN, KYC details and Nomination.

In view of the above, the holders of shares in physical mode are required to mandatorily furnish PAN, KYC details and Nomination details to the Company's RTA. **Folios wherein the aforesaid document/ details are not available on or after 1st April, 2023 shall be frozen by the RTA.**

Further as per the above Circulars, holders of shares in physical mode are requested to ensure **linking of their PAN with Aadhar by 31st March, 2022 or any other date as may be specified by Central Board of Direct Taxes to avoid freezing of folios. The frozen folios shall be referred by the RTA/Company to the administrating authority under the Benami Transactions (Prohibitions) Act, 1988 and/ or Prevention of Money Laundering Act, 2002, if remain frozen as on 31st December, 2025.**

Keeping in view the above provisions, **shareholders holding shares in physical mode are requested to furnish PAN, KYC details, Nomination immediately** in the required forms as given below:

S. No.	Purpose	Forms
1.	Request for registering PAN, KYC details or Changes/ Updation thereof (only for shares held in physical mode)	Form- ISR-1
2.	Confirmation of Signature of shareholder by the Banker	Form- ISR-2
3.	Nomination form	Form- SH-13
4.	Cancellation*/Variation in nomination	Form- SH-14
5.	Declaration for opting out of Nomination	Form- ISR-3

\* In case of cancellation of nomination, the shareholders shall also submit form ISR-3 in addition to form SH-14.

The above said forms and the Circulars are available on the website of the Company at <https://www.hfcl.com/our-performance/#notices-announcements>. The forms can also be accessed from the RTA's website at [www.mcsregistrars.com/downloads.php](http://www.mcsregistrars.com/downloads.php).

The above mentioned documents are to be provided to the Company's RTA i.e. MCS Share Transfer Agent Limited, F-65, 1st Floor, Okhla Industrial Area, Phase - I, New Delhi - 110020 or email at [admin@mcsregistrars.com](mailto:admin@mcsregistrars.com) along with the Name and Folio numbers.

**It may be noted that in pursuance to the provisions of the said Circulars, in the absence of any of the above mentioned details/information in the Folio, no service request/complaint shall be processed by the RTA, henceforth, till all the details/ information / documents as mentioned in table above are received by the RTA.**

**All the shareholders holding shares in physical mode are hereby requested to convert their shares in the Demat form immediately, as transfer of physical shares except for transmission or transposition cases have been stopped w.e.f. 1st April, 2019 as per SEBI guidelines. Further SEBI vide its circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 has mandated to issue securities in dematerialized form only while processing various service request including for transmission and transposition.**

If you have already updated all the information stated above with the Company /RTA, kindly ignore this letter.

Thanking you,

Yours faithfully,

For HFCL Limited

Sd/-

(Manoj Baid)

Sr. Vice-President (Corporate) &

Company Secretary