

SH: 115 / 2021-2022

January 29, 2022

The General Manager Department of Corporate Services <b>BSE Limited</b> I Floor, New Trading Ring Rotunda Building, P J Towers Dalal Street Fort, Mumbai – 400 001	The Manager Listing Department <b>National Stock Exchange of India Limited</b> 'Exchange Plaza', Bandra – Kurla Complex Bandra (E), Mumbai – 400 051
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Dear Sir / Madam,

**Sub: Intimation letter to Shareholders holding in physical mode.**

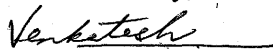
Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Please find enclosed herewith a copy of letter being sent to the Shareholders holding shares in physical mode in compliance with the SEBI circular No SEBI/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021. The dispatch of letter was completed on 19.01.2022.

The related forms, which are also uploaded in the websites of the Bank and RTA, are also enclosed herewith.

This is for kind information and records.

Thanking you

Yours faithfully,



Venkatesh. H  
Company Secretary & Secretary to the Board



**DHANLAXMI BANK**

CIN: L65191KL1927PLC000307

Regd. Off: P.B No. 9, Dhanalakshmi Buildings, Naickanal, Thrissur, Kerala- 680001

Ph: 0487-6617142 / 149, Fax: 0487 -2335367

Corporate Office: Punkunnam, Thrissur, Kerala-680002; Ph: 0487-7107000

E-mail: [investors@dhanbank.co.in](mailto:investors@dhanbank.co.in), Website: [www.dhanbank.com](http://www.dhanbank.com)

Reference No.: 1 Folio No:

Date: 06-01-2022

Name of the Shareholder/Sole/First Holder:

Dear Shareholders,

Subject- Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities

Securities & Exchange Board of India (SEBI) vide its circular SEBI/HO/MIRSDMIRSD\_RTAMB/P/CIR/2021/655 dated Nov 03, 2021 has made it mandatory to furnish PAN, email address, mobile number, bank account details and nomination by holders of physical securities.

You are requested to furnish Valid PAN, KYC and nomination immediately to the RTA. In this connection following forms have been notified by SEBI:

Forms	Descriptions
Form ISR-1	Request for registering Pan, KYC details or changes / up-dation thereof
Form ISR- 2	Confirmation of Signature of securities holder by the Banker
Form- SH-13	Nomination form
Form ISR-3	Declaration for Nomination opt-out
Form SH- 14	Change in Nomination

The above forms can be downloaded from RTA website: [https://ris.kfintech.com/clientservices/isc/default.aspx#isc\\_download\\_hrd](https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd).

Shareholders shall submit form ISR-1 for updating PAN and other KYC details with RTA of the Company. In case of mismatch in the signature of the holder in the records of RTA, the shareholders shall furnish original cancelled cheque and banker's attestation of the signature as per form ISR-2. However its desirable that the shareholders send the original cancelled cheque with name of shareholder printed on it and duly filled ISR 2 form along with ISR 1 form to update signature so as to avoid further Correspondence in case of signature mismatch.

Shareholders shall continue to use form SH-13 and SH-14 for declaration of nomination and change in nomination respectively. However, in case shareholders want to opt-out of nomination, form ISR-3 shall be filed.

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

- Folios wherein any one of the said document / details are not available on or after April 01, 2023, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and not eligible for receipt of dividend in physical mode.
- After December 31, 2025, the frozen folios shall be referred by RTA/Company to the Administering Authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

Shareholders are also requested to ensure that their PAN is linked to Aadhar 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.

You are requested to forward the duly filled forms and documents along with the related proofs as mentioned in the respective forms to the Registrar and Share Transfer Agent viz. KFin Technologies Private Limited ("RTA") at below mentioned address:

**Kfin Technologies Private Limited**

Unit: DHANLAXMI BANK.

Selenium Tower B, Plot Nos. 31 & 32, Financial District, Nanakramguda, Hyderabad – 500032, India, Toll Free No.:1800 309 4001

Email: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) Website: <https://ris.kfintech.com/>

Thanking You,

Your faithfully,

For DHANLAXMI BANK

Sd/-

Venkatesh. H

Company Secretary & Secretary to the Board



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	✓ □ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □

### 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 <u>or Bank Passbook or 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 (SH-13) or '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 &amp; 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.

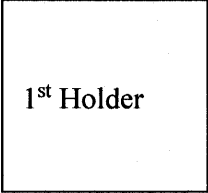
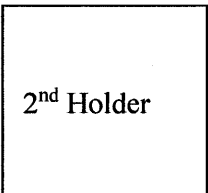
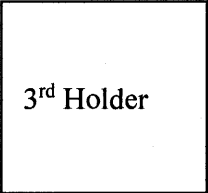
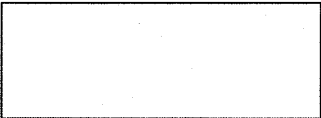

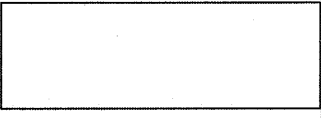
No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	'Exemptions/clarifications to PAN', as provided in clause D to 'Instructions/Check List for Filing KYC Forms' in Annexure – 1 to <u>SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 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</u> attested by the Bank</li> </ul>
4	Mismatch in Name	<p>Furnish any one of the following documents, explaining the difference in names;</p> <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	<p>RTA shall issue intimation to both the old and new addresses.</p> <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> <p>The above procedure will be applicable for request for change in address of the holder also</p>

*(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

<b>1. Bank Name and Branch</b>	
<b>2. Bank contact details</b> Postal Address Phone number E-mail address	
<b>3. Bank Account number</b>	
<b>4. Account opening date</b>	
<b>5. Account holder(s) name(s)</b>	1)  2)  3)
<b>6. Latest photograph of the account holder(s)</b>	
 1 <sup>st</sup> Holder	 2 <sup>nd</sup> Holder
 3 <sup>rd</sup> Holder	
<b>7. Account holder(s) details as per Bank Records</b>	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	
1) 	2) 
	3) 
<b>Seal of the Bank</b>	<b>Signature verified as recorded with the Bank</b>
	(Signature)
<b>Place:</b>	Name of the Bank Manager
	Employee Code
<b>Date:</b>	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 Debenture) Rules, 2014)**

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 : .....
- i) Specimen Signature of the nominee : .....

**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 of all the holder(s) (as appearing on the Certificate(s) )		Signature as per specimen recorded with Company
Sole/ 1 <sup>st</sup> holder		
2 <sup>nd</sup> holder		
3rd holder		
4 <sup>th</sup> holder		

Signature of two Witnesses:

	Complete Name and Address	Signature with date
1.		
2.		

P.T.O.

**INSTRUCTIONS:**

[Please read the instructions given below very carefully and follow the same to the letter. If the form is not filled as per instructions, the same will be rejected.]

1. **The Nomination can be made by individuals only** applying/holding shares/debentures on their own behalf singly or jointly. Non-individual including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. If the shares are held jointly all joint holders will sign the nomination form. Space is provided as a specimen, if there are more joint holders more sheets can be added for signatures of holders of shares/ debentures and witness.
2. A minor can be nominated by a holder of shares/debentures/deposits and in that event the name and address of the Guardian shall be given by the holder.
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.
4. Transfer of shares/debentures in favor of a nominee and repayment of amount of deposit to nominee shall be a valid discharge by a company against the legal heir to the exclusion of any disposition or testamentary document in respect of the securities.
5. **Only one person can be nominated for a given folio.** In case you have many folios, then you may take a photocopy of this form and nominate separately
6. Details of all holders in a folio need to be filled; else the request will be rejected.
7. The 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) and (b) the nominee.
8. Whenever the Shares in the given folio are entirely transferred or transposed with some other folio, then this nomination will stand rescinded.
9. Upon receipt of a duly executed nomination form, the registrar and Transfer Agent of the company will register the form and allot a registration number. This number and folio no. should be quoted by the nominee in all future correspondence.
10. The nomination can be varied or cancelled by executing fresh nomination form.
11. Nomination for only one folio can be made on this form. In case the shares are held jointly by more than one person that the joint holders together may nominate any person in whom all rights shall vest in the event of death of all the joint holders.
12. The Company will not entertain any claims other than those of a registered nominee, unless so directed by a Court.
13. If any joint holder is deceased, then please attach a certified true copy of Death Certificate.

<b>FOR OFFICE USE ONLY</b>	
Nomination Registration Number	
Date of Registration	
Checked by 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]**

Name of the company:

I/We hereby cancel the nomination(s) made by me/us in favor 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 No.	No. of securities	Certificate No.	Distinctive No.

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

- i. Name:
- 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:

(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:

Signature

Name of the Security

Holder (s)

Witness with name and address