

29 January 2022

BSE Limited

Corporate Relationship Department
25th Floor, Phiroze Jeejeebhoy Towers,
Dalal Street, Fort,
Mumbai - 400 001.

BSE Scrip Code: 524000

National Stock Exchange of India Limited

The Listing Department,
Exchange Plaza,
Bandra- Kurla Complex, Bandra (East),
Mumbai - 400 051.

NSE Symbol: POONAWALLA

Reference: SEBI Circular dated November 03, 2021 read with Circular dated December 14, 2021 regarding “Common and Simplified Norms for processing investor’s service request by RTA’s and norms for furnishing PAN, KYC details and Nomination

Subject: Communication to Security holders holding securities in physical form

Dear Sir / Madam,

The Securities and Exchange board of India (‘SEBI’) had vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 read with clarificatory Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021, introduced Common and Simplified Norms for processing investor’s service request by RTAs and norms for furnishing PAN, KYC details and Nomination.

In this regard and in Compliance with said Circulars, the Company had issued physical communication to all the shareholders, holding securities of the Company in physical Form on 24 November 2021 and follow up communication 29 January 2022 (copies enclosed). The Company has also made email communication to such shareholders on email addresses registered with the Registrar and Transfer Agent (RTA) indicating the process and documentation required for updation of KYC, details of Bank Account, Demat Account and Nomination with RTA, viz. Niche Technologies Private Limited.

Further, the Company has also uploaded following Forms stipulated in SEBI Circular on its Website at link: <https://poonawallafincorp.com/secretarial-documents.php>

Sr. No	Form No.
1	Form ISR-1 (Investor Service Request)
2	Form ISR-2 (Confirmation of Signature)
3	Form ISR-3 (Opting-out of Nomination)
4	Form SH-13 (Nomination Form)
5	Form SH-14 (Cancellation or Variation of Nomination)

Poonawalla Fincorp Limited
(Formerly known as Magma Fincorp Limited)
CIN: L51504WB1978PLC031813

Corporate Office: 601, 6th Floor, Zero One IT Park, Sr. No. 79/1, Chorpadi, Mundhwa Road, Pune - 411036 **T:** +91 020 67808090

Registered office: Development House, 24 Park Street, Kolkata - 700016 **T:** +91 033 44017350

E: info@poonawallafincorp.com | **W:** www.poonawallafincorp.com

Kindly take the same on record.

Thanking you,

Yours faithfully,
For Poonawalla Fincorp Limited
(Formerly, Magma Fincorp Limited)



Shabnum Zaman
Company Secretary
ACS-13918

Encl: As above

Date: 24 November 2021

Folio no.: _____

Name

Address

Dear Sir/Madam,

Subject: Mandatory Requirements to be completed as per SEBI circular dated 3 November 2021 in case Holding Shares of the Company in Physical Form

Greetings from Poonawalla Fincorp Limited...!!
(Formerly, Magma Fincorp Limited) (hereinafter referred as 'the Company').

This is to inform you that the Securities and Exchange Board of India ('SEBI') vide its circular dated 03 November 2021 has made it mandatory for the shareholders holding securities in physical form to furnish PAN, KYC details and Nomination to the Registrar and Transfer Agent ('RTA') of the Company. **In case of failure to provide required documents and details as per aforesaid SEBI circular all folios of such shareholders shall be frozen on or after 01 April 2023 by the RTA.**

As per the records provided by Company's RTA i.e. **Niche Technologies Private Limited**, it has been observed that you are holding shares of the Company in physical form as on 9 November 2021. Therefore, you are requested to provide the required documents/details to Company's RTA on postal address at 3A, Auckland Place, 7th Floor, Room No. 7A & 7B, Kolkata - 700 017 or email at nichetechpl@nichetechpl.com along with Name and folio numbers at the earliest.

As per aforesaid SEBI circular the **shareholders of the Company holding securities in physical form** shall provide following documents/details to RTA in **Form ISR 1** enclosed to this letter:

- a) PAN
- b) Contact details including Postal address with PIN code, Mobile Number, E-mail address
- c) Bank Account details including Bank name and branch, Bank account number, IFS code
- d) Specimen signature

Apart from above, the shareholders are requested to ensure that nomination (for all eligible folios) shall also be informed to RTA in **Form No. SH-13** 'OR' submit declaration to 'Opt-out'(i.e., declaration for opting-out of Nomination by holders of physical securities in Listed Companies) in **Form ISR-3, only if not provided earlier.**

Note 1: Any cancellation or change in nomination shall be provided in **Form No. SH-14**

Further, in case of major mismatch in the signature of the shareholder for the folios maintained by RTA 'OR' the signature had not provided to RTA, then the shareholder shall furnish original cancelled cheque and banker's attestation of the signature in **Form ISR-2.**

All above mentioned forms are enclosed to this notice for your convenience as well as also available on the website of the Company (i.e. www.poonawallafincorp.com) on path <https://poonawallafincorp.com/secretarial-documents.php>

Note 2: as per SEBI (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018, shareholders holding shares in physical mode shall not be able to transfer their shares unless such shares are converted into dematerialised form. Therefore, you are requested to dematerialize shares of the Company held by you. The entire process to dematerialize shares is available on above mentioned path on the website of the Company.

In case of any further clarification required please contact to Niche Technologies Private Limited on contact no. 033 - 22806616 / 6617 / 6618

Thanking You,

For and on behalf of Poonawalla Fincorp Limited

(Formerly, Magma Fincorp Limited)

Sd/-

Shabnum Zaman

Company Secretary

ACS No.13918

Encl: As above

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E: info@poonawallafincorp.com | **W:** www.poonawallafincorp.com

Date: 29 January 2022

Folio no: _____

Name

Address

Dear Sir/Madam,

Subject: Intimation to furnish valid PAN, KYC and Nomination by holder of physical securities

Reference: The Company's notice dated November 24, 2021

Greetings from Poonawalla Fincorp Limited...!!
(Formerly, Magma Fincorp Limited) (hereinafter referred as 'the Company').

With reference to Securities and Exchange Board of India ('SEBI') circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 03 November 2021 and subsequent clarification vide circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14 December 2021 which has made it mandatory for the shareholders holding securities in physical form to furnish PAN, KYC details and Nomination to the Registrar and Transfer Agent ('RTA') of the Company. **In case of failure to provide any one of the below cited documents as per aforesaid SEBI circulars all folios of such shareholders shall be frozen on or after 01 April 2023 by the RTA.**

Please note that the folios, wherein any one of the below cited documents / details are not available on or after April 01, 2023, shall be frozen by the RTA.

Sr. No	Form No.	Purpose
1	Form ISR-1	Request for registering PAN, KYC details including: a) Contact details with Postal address with PIN code, Mobile Number, E-mail address, b) Bank Account details with Bank name and branch, Bank account number, IFS code c) Specimen signature and updates thereof
2	Form ISR-2	Confirmation of signature of securities holder by the Banker
3	Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities (if any)
4	Form SH-13	Nomination Form
5	Form SH-14	Cancellation or Variation of Nomination (if any)

The modes of submission of documents/information to the RTA are any one of the following:

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 photo copy(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

Explanation: E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the

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empanelled eSign Service Provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Please note as per the records provided by Company's RTA, it has been observed that you are holding shares of the Company in physical form. In view of the above, you are advised to furnish the aforesaid documents / forms / details to the RTA at the earliest possible at the following address:

Registrar and Share Transfer Agent (RTA)
Niche Technologies Private Limited (Unit: Poonawalla Fincorp Limited) (Formerly Magma Fincorp Limited) 3A, Auckland Place, 7 th Floor, Room No. 7A & 7B, Kolkata-700017 Tel: 033-22806616/6617/6618; Fax: 033-22806619 E-mail: nichetechpl@nichetechpl.com Website: www.nichetechpl.com

In case of any further clarification required please contact to RTA at above mentioned contact details.

All above mentioned forms are enclosed to this notice for your convenience as well as also available on the website of the Company (i.e. www.poonawallafincorp.com) on path <https://poonawallafincorp.com/secretarial-documents.php>

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

- Folios wherein any one of the aforesaid documents/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 shall not be eligible for receipt of dividend in physical mode.
- After 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.

In case you have provided all required documents / forms / details as mentioned hereinabove to the RTA, you may treat this for information purpose.

Thanking You,

For and on behalf of Poonawalla Fincorp Limited
(Formerly, Magma Fincorp Limited)

Sd/-
Shabnum Zaman
Company Secretary
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