



GUJARAT PETROSYNTHESE LIMITED

Reg. Off: No.24, II Main, Doddanekkundi Industrial Area,
Phase I, Mahadevapura Post, Bangalore-560 048.

Ph: 91 – 80 - 28524133 Fax: 91– 80 - 28524171

E-mail : info@gpl.in, Website: www.gpl.in

CIN No. L23209KA1977PLC043357



Date: February 14, 2022

To,
BSE Limited,
1st Floor, Phiroze Jeejeebhoy Towers,
Dalal Street, Fort,
Mumbai-400001
Scrip Code: 506858

Sub.: Intimation to Shareholders holding Shares in Physical Mode.

Dear Sir/ Madam,

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 being sent to the shareholders holding shares in physical mode in compliance with the SEBI Circular No. SEBI/ MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 and SEBI/ HO/ MIRSD/ MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022.

Further pursuant to the SEBI Circular dated January 25, 2022 it has been decided that listed companies shall henceforth issue the securities in dematerialized form only while processing the service request like Issue of duplicate securities certificate, Claim from Unclaimed Suspense Account, Renewal / Exchange of securities certificate, etc. And after verifying the same the RTA/ Company shall issue 'Letter of Confirmation' in lieu of n lieu of physical securities certificate(s) within 30 days of its receipt after removing objections, if any, which shall be valid for a period of 120 days from the date of its issuance.

SEBI has vide the captioned circular dated November 3, 2021, mandated:

- (i) Registering of details like PAN, email address, mobile number, bank account details, Signature and nomination by holders of physical securities; and
- (ii) Folios wherein any one of the above cited document / details are not available on or after April 01, 2023, shall be frozen by the Registrars and Transfer Agent of the Company (RTA) and you will not be eligible to lodge grievance or avail service request.



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The Company has informed the physical shareholders to furnish their PAN, KYC and nomination details to the Registrars and Transfer Agent of the Company i.e. Bigshare Services Private Limited.

Kindly take the same on your records.

Thanking you,

Yours faithfully,

For **Gujarat Petrosynthese Limited**

Urmi N. Prasad

Joint Managing Director

DIN: 00319482

Address: 8-2-417/301, Mount Kailash, Road No. 4,
Banjara Hills, Hyderabad-500034.

Date: February 14, 2022

Place: Hyderabad

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)				
<table border="1" style="width: 100%;"><tr><td style="width: 33%; text-align: center;">1st Holder</td><td style="width: 33%; text-align: center;">2nd Holder</td><td style="width: 33%; text-align: center;">3rd Holder</td></tr></table>		1st Holder	2nd Holder	3rd Holder
1st Holder	2nd Holder	3rd Holder		
7. Account holder(s) details as per Bank Records				
a) Address				
b) Phone number				
c) Email address				
d) Signature(s)				
1) <input style="width: 150px; height: 40px;" type="text"/>	2) <input style="width: 150px; height: 40px;" type="text"/>	3) <input style="width: 150px; height: 40px;" type="text"/>		
Seal of the Bank	Signature verified as recorded with the Bank			
	(Signature)			
Place:	Name of the Bank Manager			
	Employee Code			
Date:	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 : GUJARAT PETROSYNTHESE LIMITED
Registered Address of the Company : No.24, II Main,
Doddanekkundi Industrial Area,Phase I,
Mahadevapura Post, Bangalore-560 048.

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.
Equity				

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

Name of the company : GUJARAT PETROSYNTHESE LIMITED

Address of the company : No.24, II Main,
Doddanekkundi Industrial Area,Phase I,
Mahadevapura Post, Bangalore-560 048.

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.
Equity				

(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:

Signature

Name of the Security Holder (s)

Witness with name and address

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: GUJARAT PETROSYNTHESE LIMITED

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.
Equity				

(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:

(2) (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



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CIN No. L23209KA1977PLC043357



Date:

Name of the Sole / First Holder :

Address :

Second holder :

Third holder :

Folio No. :

Sub. : Furnishing of PAN, KYC details and Nomination by holders of physical securities

Ref. : Circ. No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021.

Dear Shareholder,

Hope this communicate finds you in safe and good health. We thank you for your continued patronage as a shareowner of the Company.

SEBI has vide the captioned circular dated November 3, 2021, mandated:

- Registering of details like PAN, email address, mobile number, bank account details, signature and nomination by holders of physical securities ;and
- Folios wherein any one of the above cited document / details are not available **on or after April 01, 2023**, shall be frozen by the Registrars and Transfer Agent of the Company (RTA) and you will not be eligible to lodge grievance or avail service request from the RTA and not be eligible for receipt of dividend in physical mode.

We observe from our records that you have not furnished /updated complete details as mentioned above in point (i). Hence we request you to furnish the details/documents (Form No. ISR-1 & Form No. SH-13) to our RTA whose address is mentioned at the end of this letter.

As required by the Income Tax Authorities, please link your PAN and Aadhaar by **March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes,(CBDT)** if not linked earlier, to avoid freezing of your folio.

Kindly note that the folios in which PAN is/are not valid as on the notified cut off date i.e. March 31, 2022 or any other date as may be specified by CBDT shall be frozen by the Company

Please also note that 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.

You may get in touch with our RTA for any queries or assistance in this regard:

M/s. Bigshare Services Private Limited

1st Floor, Bharat Tin Works Building,
Opposite Vasant Oasis, Makwana Road,
Marol, Andheri (East), Mumbai - 400 059
Tel.: (022) 6263 8200 Fax: (022) 62638299
(From 9:00 a.m. to 5:00 p.m. on all working days)

Thanking you,
For **Gujarat Petrosynthese Ltd.**

Sd/-

Authorized Signatory

Encl : as above

Form ISR - 1

(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)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: ___/___/_____

A. I / We request you to Register / Change / Update the following (Tick relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Postal Address
<input type="checkbox"/> Bank details	<input type="checkbox"/> E-mail address
<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile number
Demat Account details	

B. Security Details:

Name of the Issuer Company	GUJARAT PETROSYNTHESIS LIMITED	Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of Securities		
Distinctive number of securities	From	To

C. I / We are submitting documents as per Table below (tick as relevant, refer to the instructions):

<input checked="" type="checkbox"/>	Document / Information / Details	Instruction / Remark
1. PAN of (all) the (joint) holder(s)		
	PAN Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4
2.	Demat Account Number	<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

3.	Proof of Address of the first holder	<p>Provide any one of the documents, only if there is change in the address;</p> <ul style="list-style-type: none"> • Client Master List (CML) of your Demat Account, provided by the Depository Participant • Valid Passport/ Ration Card/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. • Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. • 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. • 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>The proof of address in the name of the spouse</p>
4.	Bank details	<p>Provide the copy of the bank statement with details of bank name, branch, account number and IFS Code or copy of cheque leaf.</p> <p>Alternatively, Bank details available in the CML will be updated in the folio.</p>
5.	E-mail address	<p>_____</p> <p>Alternatively the e-mail address available in the CML will be updated in the folio.</p>
6.	Mobile	<p>_____</p> <p>Alternatively the mobile number available in the CML will be updated in the folio.</p>
7.	Specimen Signature	<ul style="list-style-type: none"> • Provide banker's attestation of the signature of the holder(s) as per – Form ISR2 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021) and • Original cancelled cheque
8.	Nomination**	<ul style="list-style-type: none"> • Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form –ISR3, in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 • Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 • Cancellation of Existing Nomination: Please use Form SH-14 and –Form ISR 3

* or any date as may be specified by the CBDT

** 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.

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

- 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).
- 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.
- 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.
- RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / updating / changing PAN, KYC details and Nomination.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____ 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 postal address	✓		
PIN	✓ □ □ □ □ □ □		

(Page 4 is for information to investors; print out of the same is not needed.)

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 SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also be 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"> • Banker's attestation of the signature of the holder(s) as per <u>Form –ISR 2</u> • Original cancelled cheque
4.	Mismatch in Name	<p>Furnish any one of the following documents, explaining the difference in names;</p> <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license • PAN card with photograph • 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 • Marriage certificate • Divorce decree
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> <p>If the letters sent to either the old and or new addresses is / are undelivered or if there is an objection in response to this letter, then provide any one of the following;</p> <ul style="list-style-type: none"> • any one of the documents in row 3 in Table C, reflecting the old address or • Counterfoil of dividend warrant received from the company or • Bank statement showing the credit of previous dividend received <p>The above procedure will be applicable for request for change in address of the holder also</p>