



# THE INDIAN WOOD PRODUCTS CO. LTD

Registered Office : 9, Brabourne Road, Kolkata - 700 001

01<sup>st</sup> June 2023

To,  
BSE Limited  
Phiroze Jeejeebhoy Towers  
Dalal Street  
Mumbai - 400 001

Script Code - 540954

Dear Sir/Madam,

Sub: - Intimation to the holder of Physical Securities pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37, dated March 16, 2023

Dear Sir/ Madam,

We would like to inform that pursuant to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37, dated March 16, 2023, the Company has sent intimation along with requisite forms to the identified physical shareholders, requesting them to update/ furnish their PAN, KYC and Nomination details on 31.05.2023

Further, the said requirements have been disseminated on the Company's website [www.iwpkatha.com](http://www.iwpkatha.com)

A copy of the said intimation is enclosed herewith.

Kindly take the same on record.

Thanking you.

**For The Indian Wood Products Co Ltd**

ANUP  
GUPTA

Digitally signed by  
ANUP GUPTA  
Date: 2023.06.01  
13:24:02 +05'30'

**Anup Gupta**

*Company Secretary & Compliance Officer*

Enclose: - As above

# The Indian Wood Products Company Limited

CIN: L20101WB1919PLC003557

Registered Office: 7th floor, 9, Brabourne Road, Kolkata – 700001

Tel. No.: 033 8232023820; Fax No.: 033 22426799

Email: iwpho@iwpkatha.co.in; Website: [iwpkatha.com](http://iwpkatha.com)

Dated: 22.05.2023

Dear Shareholder,

## Sub: Intimation to furnish valid PAN, KYC details and Nomination.

The Securities and Exchange Board of India ('SEBI') has mandated vide its Circular No. **SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023**, for all the security holders holding securities in physical form to furnish the below-mentioned forms duly filled in along with proper details and the relevant self-attested documents with the date to the Company or its Registrar and Share Transfer Agent ('RTA') Niche Technologies Pvt. Ltd.

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

S. No	Form	Purpose
1	Form ISR-1	Request for registering PAN, KYC details or changes/updation 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 No. SH-13	Nomination Form
5	Form No. SH-14	Cancellation or Variation of Nomination (if any)

### The modes of submission of documents to the Company/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**
4. Service portal of the RTA **with e-sign with scanned copies of documents**, if the RTA is providing such facility

**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 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.

Further please note that, the RTA shall not process any service requests received from the holder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received.

In view of the above, you are advised to furnish the aforesaid documents/forms/details to the Company or the RTA at the earliest possible at the following address:

Company	Registrar and Share Transfer Agent (RTA)
The Company Secretary, The Indian Wood Products Company Limited Bombay Mutual Building, 7 <sup>th</sup> Floor, 9 Brabourne Road, Kolkata - 700001  Tel: 033- 8232023820 E-mail: iwpho@iwpkatha.co.in Website: www.iwpkatha.com	Niche Technologies Private Limited <b>(Unit: The Indian Wood Products Company Limited)</b> 3A, Auckland Place, 7 <sup>th</sup> Floor, Room No. 7A & 7B, Kolkata-700017 Tel: 033-22806616/6617/6618; Fax: 033-22806619 E-mail: nichetechpl@nichetechpl.com Website: www.nichetechpl.com

All the 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.iwpkatha.com](http://www.iwpkatha.com)

Yours truly,  
**For The Indian Wood Products Co. Ltd**  
Sd/-

**Anup Gupta**  
Company Secretary & Compliance Officer  
M. No.: A36061

Place: Kolkata