

Date: 23.05.2023

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

**Dear Sirs,**

**Sub: Intimation to the Shareholders holding shares in Physical Mode**

**Ref : SCRIP Code 514171.**

This is to inform you that pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 read with SEBI Circular Nos. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 & SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021, the Company has directly sent intimation to the physical shareholders on May 22, 2023 along with requisite forms as stipulated in the said circular requesting them to update/submit their PAN, KYC details and Nomination details with the Registrar and Share Transfer Agent of the Company.

The requisite forms are also being made available on the website of the Company [www.ceeta.com](http://www.ceeta.com).

The copy of intimation being sent to shareholders is attached for reference and records.

Yours Faithfully

For Ceeta Industries Ltd

Smally Agarwal  
Company Secretary & Compliance Officer

Enclosed: As stated

Dear Shareholder,

Date : 15/05/2023

**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 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 e Sign 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, <b>Ceeta Industries Limited</b> Saraf House, 4/1 Red Cross Place, 3rd Floor, Kolkata - 700001 Tel: 03322628062/63; Fax: 033- 22628046 Email : kolkata@ceeta.com Website : www.ceeta.com	Niche Technologies Private Limited <b>(Unit: Ceeta Industries Limited)</b> 3A, Auckland Place, 7th 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.ceeta.com)

Yours truly,  
For **Ceeta Industries Limited**  
Sd/-  
**(Smally Agarwal)**  
**Company Secretary**  
M. No.: 56522

Place: Kolkata

# Form ISR –1

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 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 9 relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

### Security Details:

Name of the Issuer Company	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 (Optional)	From	To

### B. I/We are submitting documents as per Table below (tick 9 as relevant, refer to the instructions):

9	Document/ Information /Details	Instruction/Remark
1	PAN of (all) the (joint) holder(s)	
	PAN	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		PAN shall be valid only if it is linked to Aadhaar by March 31, 2023* For Exemptions / Clarifications on PAN, please refer to Objection Memo in <b>Page 5 &amp; 6</b>
2	Demat Account Number (Optional)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Also provide Client Master List (CML) of your Demat Account ,provided by the Depository Participant.

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"/> Unique Identification Number (UID) (Aadhaar) Valid Passport/Registered</p> <p><input type="checkbox"/> Lease or Sale Agreement of Residence/Driving License</p> <p><input type="checkbox"/> Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line) /Electricity bill/Gas bill- Not more than 3 month sold.</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 duly attested by the employer with date and organization stamp</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"/> Proof of address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse.</p> <p><input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder/ claimant, provided by the Depository Participant.</p>
4	Bank details (to be Updated for first holder in case of joint holding)	<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"/> Self-attested original cancelled cheque bearing the name of the security holder; <b>OR</b></p> <p><input type="checkbox"/> Bank pass book/ statement attested by the Bank;</p>
5	E-mail address	_____ #
6	Mobile	_____ #

\*or any date as may be specified by the CBDT

(DP: Depository Participant)

# Incase it is not provided, the details available in the CML will be updated in the folio

**Authorization:** I/ We authorize you (RTA) to update the above PAN and KYC details in following additional folio(s) held in my/ our name (use *Separate Annexure if extra space is required*):

S. No.	Name of the Issuer Company	Folio No.	Quantity of securities	Face value of securities	Distinctive number of securities (Optional)

in which I/We are the holder(s) (strike off what is not applicable).

**Declaration:** All the above facts state dare true and correct.

	Holder 1	Holder 2	Holder 3
Signature	<input type="checkbox"/>		
Name	<input type="checkbox"/>		
Full address	<input type="checkbox"/>		
PIN	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

### Mode of submission of documents to the RTA

Please use anyone of the following mode:

- 1. Through 'In Person Verification' (IPV):** The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy (ies) with IPV stamping with date and initials.
- 2. Through Post:** Hard copies of the documents which are self-attested.
- 3. Through electronic mode with e-sign:** Theholder(s) /claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign\* of the holder(s)/claimant(s).

\*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data bye-Sign user. The holder/ claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of [Controller of Certifying Authorities \(CCA\), Ministry of Communications and Information Technology \(https://cca.gov.in/\)](https://cca.gov.in/) for the purpose of obtaining an e-sign.

### Note

- Holders of physical securities in listed company are mandatorily required to furnish PAN, KYC details (Contact details, Bank Account Details, Signature) and Nomination (for all the eligible folios) to enable RTA to process any service request or complaints received from the security holder(s)/ Claimants.

<ul style="list-style-type: none"> <li>● Upon receipt or updation of bank details, the RTA shall, <i>suo-moto</i>, generate request To the company's bankers to 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 timelines as mentioned in the circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 dated November 26, 2021. 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>	<p><b>Option A</b></p> <ol style="list-style-type: none"> <li>Security holder shall provide the following documents:           <ol style="list-style-type: none"> <li>Original cancelled cheque with name of the security holder printed on it; or</li> <li>Self- attested copy of Bank Passbook/ Bank Statement;</li> </ol> <p style="text-align: center;"><b>and</b></p> </li> <li>Banker's attestation of the signature of the same bank account as mentioned in (i) above as per <b>Form ISR-2</b>.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p><b>Option B</b></p> <ul style="list-style-type: none"> <li>● The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos.1-4 of Annexure–E of SEBI/ HO/ MIRSD /MIRSD -PoD-1/P /CIR /2023 /37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</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(<a href="#">SH-13</a>) or Declaration' to Opt out of Nomination' as per <a href="#">Form ISR-3</a> in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</li> <li>● Variation in Existing Nomination: Please use <a href="#">FormSH-14</a></li> <li>● Cancellation of Existing Nomination and opting out: use <a href="#">Form SH-14</a> &amp; <a href="#">Form ISR -3</a></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.

*(Page5&6 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 there of)*

### 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 <a href="#">SEBI circular No. MIRSD /SE /Cir- 21/2011 dated October 05, 2011</a> 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	<p><b>Option A</b></p> <p>i. Security holder shall provide the following documents:</p> <p>(a) Original cancelled cheque with name of the security holder printed on it; or</p> <p>(b) Self-attested copy of Bank Passbook / Bank Statement;</p> <p style="text-align: center;"><b>and</b></p> <p>ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR -2</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Option B</b></p> <p>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos.1- 4 of Annexure–E of SEBI Circular No. SEBI/ HO/ MIRSD /MIRSD- PoD-1/P/CIR/2023/37 Dated March 16,2023, in original for verification by the RTA, and submit self- attested copies of the same.</p>
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names;

		<ul style="list-style-type: none"> <li>● Unique Identification Number (UID) (Aadhaar)</li> <li>● Valid Passport</li> <li>● Driving license in Smart Card form, Book form or copy of digital form</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>● PAN card with photograph</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>In case the signature of the holder matches with the record available with the RTA, the request for change in address may be processed with in the prescribed time lines.</p> <p>In case there is a difference in signature, the RTA shall follow the procedure as prescribed form is match in signature as laid down at Para-1 of Annexure C of SEBI Circular No. SEBI/ HO /MIRSD/ MIRSD- PoD -1 /P /CIR /2023/37datedMarch16,2023</p>

*(Page 5& 6 is for information to investors; print out of the same is not required)*



## Form ISR – 2

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 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)			
	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)	2)	3)	
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-PoD-1/P/CIR/2023/37 dated March 16, 2023 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) \*  
Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

\* Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of 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:  
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 :

**(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 :

Name of the Security  
Holder (s)

Signature

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:

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:-