



HLV LIMITED

May 29, 2023

The Department of Corporate Services

BSE Limited

Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai – 400 001

Stock Code: 500193

The Listing Department

National Stock Exchange of India Limited

Exchange-Plaza,
Bandra Kurla Complex
Bandra (E)
Mumbai – 400 051

HLVLTLD

Dear Sir,

Sub: Dispatch of KYC & Nomination details update letters to holders of physical shares as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023

This is to inform you that the Company has dispatched today Intimation Letters to its' shareholders holding shares in physical form for update of their KYC and Nomination details with the Company, as mandated by SEBI vide the aforesaid Circular.

Specimen copy of the intimation letter dispatched to the shareholders is enclosed herewith for reference.

The requisite forms for update of details are already available on the Company's website and also on the website of MCS Share Transfer Agent Limited, Registrar and Share Transfer Agent of the Company.

Please take the above document and information on record.

Thanking you,

Yours faithfully,
For **HLV Limited**

Savitri Yadav
Company Secretary

Encl: as above

Regd. Office: The Leela Mumbai, Sahar, Mumbai 400 059 India.

Phone: (91-22) 6691 1234; Fax: (91-22) 6691 1212 Website: www.hlvltld.com; Email: info@hlvltld.com

Corporate Identity Number (CIN) L55101MH1981PLC024097



HLV LIMITED

Registered Office: The Leela, Sahar, Mumbai - 400 059
Tel: 022-6691 1234 - Fax: 022-6691 1458 Email: investor.service@hlvtd.com
Website: www.hlvtd.com CIN No.: L55101MH1981PLC024097

Date: May 25, 2023

Dear Shareholder,

Sub: Intimation to furnish valid PAN, KYC details and Nomination by shareholders holding physical shares

The Securities and Exchange Board of India ('SEBI') vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 ("SEBI Circular") dated March 16, 2023 has mandated for all the security holders holding securities in physical form to furnish/update PAN, postal address with PIN, email address, mobile number, bank details and nomination with specimen signature to the Registrar & Share Transfer Agent (RTA) of the Company. **The folios wherein anyone of the aforesaid documents / details are not available on or after October 01, 2023, shall be frozen by the RTA as per the directive of SEBI.**

In view of the aforesaid regulatory requirements, shareholders holding shares in physical form are requested to furnish the following document (s) / details immediately to the Company's RTA in the relevant forms, as mentioned below:

SL No.	Form No.	Purpose
1	ISR-1	Request for registering PAN, KYC Details, Bank Account Details or changes / updating thereof
2	ISR-2	Confirmation of Signature of shareholder by the Banker (in case of major mismatch in the signature of the shareholder)
3	ISR-3	Declaration Form for Opting-out of Nomination (if any)
4	SH-13	Registration of Nomination
5	SH-14	Change/Cancellation of Nomination

Please note that the above mentioned forms are available on the website of the Company at https://www.hlvtd.com/investor_relation.html > Investor Service Forms and Instructions and on the website of RTA www.mcsregistrars.com

RTAs shall not process any service requests or complaints received from the security holder(s) / claimant(s), till PAN, KYC and nomination documents / details as stated above are received. Shareholders are requested to send all the required documents / details, duly signed, to the Company's RTA i.e. MCS Share Transfer Agent Limited through the modes as mentioned in the aforesaid SEBI circular.

The security holder(s) whose folio(s) have been frozen are eligible to:

- lodge grievance or avail any service request from the RTA only after furnishing the complete documents/details as mentioned in the aforesaid SEBI Circular and the RTA shall revert the frozen folios to normal status upon receipt of all the documents/details; and
- Frozen folios shall be eligible for any payment including dividend, interest or redemption payment in respect of such frozen folios, only through electronic mode with effect from April 01, 2024, provided that the security holder(s) furnish/update PAN, postal address with PIN, email address, mobile number, bank details and nomination with specimen signature to the Registrar & Share Transfer Agent (RTA) of the Company.

Further, as required by the Income Tax Authorities, please link your PAN and Aadhaar number by the date as specified by the Central Board of Direct Taxes (CBDT), if not linked earlier, to avoid freezing of your folio. Kindly note that the folios under which PAN is / are not valid as on the notified cut-off date or any other date as may be specified by CBDT shall be frozen by the RTA.

Further also take a note that Shares held in physical form which stand frozen till December 31, 2025, shall be referred by RTA / the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and /or Prevention of Money Laundering Act, 2002.

In case of any queries or assistance, you are requested to contact our RTA at the details provided below:

MCS Share Transfer Agent Limited

Unit: HLV Limited

3B3, 3rd Floor, Gundecha Onclave Premises Co-op. Society Ltd.,
Kherani Road, Sakinaka, Andheri (E), Mumbai – 400072
Ph.022-28516021-22,022-46049717
Email: helpdesk@mcsregistrars.com

Thanking you,

Yours faithfully,
For **HLV Limited**

Sd
Savitri Yadav
Company Secretary

This communication is computer generated and hence does not require signature.

INLAND LETTER CARD

To,
Folio No. «FOLIO_NO»
«NAME»
«ADD1» «ADD2»
«ADD3» «ADD4» «PINCODE»

MCS Share Transfer Agent Limited
Unit: HLV Limited

3B3, 3rd Floor, Gundecha Onclave Premises
Co-op. Society Ltd., Kherani Road, Sakinaka,
Andheri (E), Mumbai – 400072
Ph. 022-28516021-22, 022-46049717
Email: helpdesknum@mcsregistrars.com