



PTC INDIA FINANCIAL SERVICES LIMITED

CIN: L65999DL2006PLC153373

Registered Office: 7th Floor, Telephone Exchange Building, 8 Bhikaji Cama Place, New Delhi - 110 066.

Tel: +91 11 26737300 / 26737400 Fax: 011-26737373 / 26737374

Website: www.ptcfinancial.com E-mail: info@ptcfinancial.com

Ref No:

Date:

Dear Shareholder,

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

Ref.: SEBI Circular dated March 16, 2023

Season's greetings from PTC INDIA FINANCIAL SERVICES LTD and we hope this communication finds you and your family in safe and good health.

You are aware that in supersession of earlier circulars, SEBI vide the captioned circular dated March 16, 2023, mandated:

- a. furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b. any service request and complaint shall be entertained only upon registration of the PAN, Bank details and the nomination,
- c. to ensure that your PAN is linked to Aadhaar by March 31, 2023, or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio. Currently CBDT extended the date till June 30, 2023.

We observe that you have not furnished the following mandatory documents/details against your holding. You are required to furnish the details as per the table below, to our Registrars & Transfer Agents (RTA) M/s KFin Technologies Limited immediately, by sending the duly signed documents.

S.NO:	Particulars	Details to be provided
1	PAN*	
2	Address	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details	
8	Declaration to opt out nomination	In case of opting out, please submit ISR3 Form

For the details of the required forms and documents, please refer to the Frequently Asked Question (FAQ) provided on the link below.

<https://ris.kfintech.com/faq.html>

The aforesaid ISR and other relevant forms can be downloaded by following the link provided below:

https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd

Freezing of Folios without PAN, KYC details and Nomination:

- a. Folios wherein any one of the said details are not available **on or after October 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA.
- b. Further effective April 01, 2024, you will not be eligible for receiving dividend in physical mode.
- c. **After December 31, 2025**, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

You are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms to the following address:

KFin Technologies Limited,
Unit: PTC INDIA FINANCIAL SERVICES LTD
Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda,
Hyderabad – 500 032
E-mail: einward.ris@kfintech.com

You are also requested to get your physical holdings into demat to get all the benefits including Faster settlement and disbursement of Corporate benefits like Bonus, Rights, Dividends, Immediate and fast transfer of securities, etc.

Thanking you,

Yours faithfully,

For PTC INDIA FINANCIAL SERVICES LTD

Shweta Agrawal
Company Secretary and Compliance Officer

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