

For Kind attention of Shareholders holding shares in Physical Form to furnish PAN, KYC and Nomination details to the Registrar and Share Transfer Agent ('RTA') of HEG Limited ('the Company').

Dear Shareholder(s),

RE: UPDATION OF PAN, KYC, NOMINATION AND BANK DETAILS ETC.

Your attention is drawn to recent SEBI Circular No. [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021](#), wherein it has been decided by the SEBI to mandatorily update the PAN, KYC, Nomination details, Bank details, Contact details and Specimen Signature of all shareholders holding shares in physical form and compulsory linking of PAN with Aadhar number by all shareholders.

In the said circular, SEBI has also stipulated that if the shareholders holding shares in physical mode do not update the PAN, KYC and Nomination details or these details are not made available to **the Company / their Registrar and Share Transfer Agents (RTA) by 31st March, 2023**, then such folios shall be frozen by RTA on or after April, 1st April, 2023 as per the directive issued by SEBI.

Therefore, you are requested to comply with the following procedure to avoid any freezing of folios:-

1. First Link your PAN with Aadhar latest by 31st March, 2022. Update the valid PAN with RTA in **Form ISR-1** latest by 31st March, 2023.
2. Update your KYC details in **Form ISR-1** and Nomination details in **Form SH-13** with our RTA latest by 31st March, 2023.
3. If you want to register / update the signature in the Company/RTA records, then submit **Form ISR – 2** duly verified by your Bank.
4. In case you do not wish to nominate any person with whom shall vest, all the rights in respect of such shares in the event of your death, you shall file '**Declaration to Opt-out**' in **Form ISR-3** with our RTA.
5. **If you want to change / cancel the existing nomination, then submit:**
 - a) **Form SH-14** for change in the nomination details;
 - b) **Form SH-14 and Declaration to Opt-out (Form ISR-3)** for cancellation of existing

nomination.

6. Submit Bank Account details (Name of Bank with Branch address, account number, IFS Code) to our RTA.
7. Submit Contact Details i.e. Mobile Number and Email Address to our RTA.

Please note the following **contact details of our RTA** to enable you to submit your PAN/KYC/Nomination/Bank Account details etc.:

MCS Share Transfer Agent Limited

(Unit: HEG Limited)

F-65, Okhla Industrial Area, Phase - I, New Delhi – 110 020

Phone No (s): 011-41406149-52, Fax No: 011-41709881

E-mail: helpdeskdelhi@mcsregistrars.com

Please click to download respective Forms available in below table:

S.No.	Form	Purpose
1	Form ISR - 1	Request for registering PAN, KYC details or changes / update thereof
2	Form ISR - 2	Confirmation of Signature of shareholder by the Bank
3	Form ISR - 3	Declaration for Opting-out of Nomination by holders of physical shares
4	Form SH - 13	Nomination Form
5	Form SH - 14	Cancellation or Variation of Nomination