

**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 DETAILS AND NOMINATION**

Securities and Exchange Board of India (SEBI) vide its Circular No. [SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023](#) in furtherance of earlier SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 Dated 3<sup>rd</sup> November, 2021 and SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/ P/CIR/2021/687 dated 14<sup>th</sup> December, 2021 **has made mandatory for all holders of physical securities to furnish the following documents to the Registrar and Share Transfer Agent (RTA) of the Company** as an on-going measure to enhance the ease of doing business for investors in the securities market pertaining to Common and simplified norms for processing any service request from the shareholder/investors.

1. PAN
2. Nomination details/ Declaration to Opt-out of Nomination
3. Contact details (postal address with PIN, Mobile Number and E-mail address)
4. Bank Account details (Bank and branch name, bank account number, MICR, IFS Code)
5. Specimen Signature through Form ISR-2

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 any of these details are not made available to **the Company / their Registrar and Share Transfer Agents (RTA) by 30<sup>th</sup> September, 2023, then such folios shall be frozen by RTA on or after April, 1<sup>st</sup> October, 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 30<sup>th</sup> June, 2023. Update the valid PAN with RTA in **Form ISR-1** latest by 30<sup>th</sup> September, 2023.
2. Register/update your PAN, KYC details (Contact details, Bank Account details, Signature) in **Form ISR-1** and Nomination details in **Form SH-13** with our RTA latest by 30<sup>th</sup> September, 2023.
3. To register/update the signature in the Company/RTA records, submit **Form ISR-2** duly

verified by your Bank latest by 30<sup>th</sup> September, 2023.

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 submit '**Declaration to Opt-out**' in **Form ISR-3** with our RTA latest by 30<sup>th</sup> September, 2023.
5. **If you want to change/cancel the existing nomination, then submit latest by 30<sup>th</sup> September, 2023:**
  - 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 and in case no further nomination required.
6. Submit Bank Account details (Name of Bank with Branch address, account number, IFS Code) in **Form ISR-1** to our RTA supporting with original cancelled cheque leaf bearing the name of shareholder or Bank passbook/statement attested by the Bank.
7. Submit Contact Details (Email address and Mobile Number) and your Address to our RTA in **Form ISR-1**.

Please note the following **contact details of our RTA** to enable you to submit your PAN, KYC details and Nomination details or any change therein for necessary updation of the same:

**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](mailto:helpdeskdelhi@mcsregistrars.com)**

Please click to download respective Forms available in below table:

<b>Form</b>	<b>Purpose</b>
<a href="#"><u>Form ISR - 1</u></a>	Updation of PAN, Bank Account details, Signature, Demat Account details, Postal address, E-mail address & Mobile Number
<a href="#"><u>Form ISR - 2</u></a>	Confirmation of Signature of shareholder(s) by the Bank
<a href="#"><u>Form ISR - 3</u></a>	Declaration for Opting-out of Nomination by holder(s) of physical shares
<a href="#"><u>Form SH - 13</u></a>	Appointing a Nominee
<a href="#"><u>Form SH - 14</u></a>	Cancellation or Variation of Nomination