

**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**

SEBI vide its various Circulars including latest Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated 17<sup>th</sup> November, 2023 read with SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/70 dated 17<sup>th</sup> May, 2023, clarified the norms for processing investor's service request by RTA and for furnishing PAN, KYC details & nomination by holders of physical securities, with a view to create awareness and to enhance the ease of doing business.

SEBI 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

**Therefore, you are requested to comply with the following procedure to update PAN, KYC & Nomination Details etc.:-**

1. First Link your PAN with Aadhar. Update the valid PAN with RTA in **Form ISR-1**.
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.
3. To register/update the signature in the Company/RTA records, 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 submit '**Declaration to Opt-out**' in **Form ISR-3** with our RTA.
5. **If you want to change/cancel the existing nomination, then submit the following:**
  - 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>
<b><a href="#">Form ISR - 1</a></b>	Updation of PAN, Bank Account details, Signature, Demat Account details, Postal address, E-mail address & Mobile Number
<b><a href="#">Form ISR - 2</a></b>	Confirmation of Signature of shareholder(s) by the Bank
<b><a href="#">Form ISR - 3</a></b>	Declaration for Opting-out of Nomination by holder(s) of physical shares
<b><a href="#">Form SH - 13</a></b>	Appointing a Nominee
<b><a href="#">Form SH - 14</a></b>	Cancellation or Variation of Nomination