

**Furnishing of PAN, KYC details and Nomination by holders of physical Securities vide Securities and Exchange Board of India (“SEBI”) Circular dated November 3, 2021**

Dear Shareholder,

Season’s greetings from CAPITAL INDIA FINANCE LIMITED and we hope you and your family are in safe and good health.

As you are aware that SEBI vide the [Circular no. SEBI/HO/MIRSD/MIRSD\\_RTAMB/P/CIR/2021/655](#) dated November 3, 2021, mandated:

- a. furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b. any service request 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 such date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

We observe from our records that you have not furnished some of the mandatory documents/details as mandated by SEBI. We request you to furnish the documents/details, as per the table below, to the Registrar & Transfer Agent, KFin Technologies Limited immediately.

Sl. No.	Particulars	Please furnish details in
1.	PAN	Form ISR-1
2.	Address	
3.	Email address	
4.	Mobile Number	
5.	Demat account details	
6.	Bank account details	
7.	Signature Confirmation/ Verification form Banker	Form ISR-2
8.	Nomination details *	Form No. SH-13
9.	Declaration to opt out nomination*	Form ISR-3

*\*In case you are opting out for giving nomination, Form No. SH-13 need not be submitted.*

The aforesaid forms can be downloaded from the website of the Company and RTA at: [www.capitalindia.com](http://www.capitalindia.com) and [www.kfintech.com](http://www.kfintech.com).

**Freezing of Folios without PAN, KYC details and Nomination:**

- a. Folios wherein any one of the said document / details are not available **on or after April 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and not eligible for receipt of dividend in physical mode.
- b. **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: CAPITAL INDIA FINANCE LTD**

Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032

**E-mail: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)**

The scan copies of the documents may also be mailed through your registered email id with KFIN Technologies (RTA) at the mail id [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) duly e-Signed on the forms and all proofs.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.