

RAMPUR FERTILIZERS LIMITED

CIN: L15136UP1988PLC010084

Registered Office: Judges Bareilly Road, Rampur-244901 (U.P.)

Phone No. 0595-2352028 | Fax No. 0595-2352030

Website: www.rampurfert.com | E-mail: info@rampurfert.com



11 April 2022

Name

Address

Joint name (if any)

Dear Shareholder

RE: UPDATION OF PAN, KYC, NOMINATION, BANK DETAILS etc.

1. Securities and Exchange Board of India, vide its circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3.11.2021, has mandated all shareholders holding shares in physical form in the Company, to furnish following documents/details (including of joint holders) to the Registrar and Share Transfer Agent of the Company (RTA):

Please find below detail registered with RTA

PAN-of 1st Share holder	
PAN-of 1st joint holder	
PAN-of 2 nd joint holder	
EMAIL ID	
BANK ACCOUNT NUMBER	
BANK MICR/IFSC –CODE	
NOMINEE	
MOBILE NO	

Please check above detail and complete which is not available or not correct immediately

Procedure to be followed for complete/updation of above detail.

Sr.no.	Detail to be update or incorporate	Document required	Form required
1	PAN(S)	Self-attested copy of pan card (please make sure pan to be linked with aadhar before 31/03/2022)	ISR-1
2.	Change of address	Copy of any one 1. Valid Passport 2. Registered Lease or Sale Agreement of Residence 3. Driving License 4. Flat Maintenance bill 5. Utility bills like Telephone bill (only land line)	ISR1

		6. Electricity bill or Gas bill (not more than 3 months old) 7. Id card document with address issued by any of the following : (Central/State Government and its	
3	Email	Mention e-mail id in ISR-1	ISR-1
4.	Mobile number	Mention mobile number in ISR-1	ISR-1
5.	Bank detail	Copy of cancelled cheque (name printed on its)	ISR-1
6.	Change of signature	Original Cancelled cheque (name printed on its) and signature attested by bank on ISR-2	ISR-2 & ISR-1
7	Incorporation of Nomination	Detail of nominee in SH-13	SH13
8.	Change of nomination	Detail of new nominee in SH-14	SH14
9	Removal of nomination or declaration to opt-out	Declaration in ISR-3	ISR-3

2. In absence of any of the above mentioned details, no request/complaint shall be processed by RTA with effect from 1st January 2022. As per above circular, after 01 April, 2023, such folios shall be frozen and no request/complaint/payment of dividend shall be made unless the information mentioned in point no. 1 is furnished/updated successfully.
3. If the folio remains frozen till 31st December 2025, it shall be referred to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.
4. Link your PAN with your Aadhar number upto 31.3.2022 or any other date as may be specified by the Central Board of Direct Taxes, otherwise your folio shall also be frozen.

You can submit the documents to our RTA only by any one of the following mode:

- a) Through hard copies which should be self -attested and dated.
- b) Through Electronic mode, provided that it is to be sent through email id of the holder registered with RTA and all documents should be electronically/digitally signed by shareholder.

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

MAS Services Limited,
T-34, 2nd Floor, Okhla Industrial Area, Phase - II,
Delhi - 110020
Email Id: info@masserv.com
Phone No.: 011-26387281-82-83
Website www.masserv.com

ALL DOCUMENTS/PERFORMA CAN BE DOWNLOAD FROM RTA WEBSITE I.E
WWW.MASSERV.COM UNDER DOWNLOAD TAB

Thanking you,

Yours faithfully
For Rampur Fertilizers Limited

Rajeev Kumar
(Company Secretary)