

25th May, 2023

Mr.

Ref: Communication in respect of FOLIO NO.....

Sub: **Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities**

Dear Member,

As per our records, you are an equity shareholder of the Company holding shares in physical form.

We would like to draw your kind attention to the fact that furnishing of PAN for all transactions in secondary market has been mandated and stressed upon by the Securities Exchange Board of India (SEBI) in the past and recently, vide its Circular dated 16th March, 2023, SEBI has reiterated that **it is mandatory for all holders of physical securities to furnish their PAN as well as KYC (more specifically detailed hereinbelow) to the RTA (Registrar and Share Transfer Agents) of the Company in respect of all concerned Folios.**

Please note that as per the afore referred SEBI Circular, the Folios **wherein even any one of** the following details are not available on or after October 01, 2023, shall be frozen by the RTA.

a) PAN

It is mandatory to update your PAN as well as the PAN of all of the joint holder(s), if any. At the same time, you also need to ensure that the PAN is linked with Aadhaar within the timelines prescribed by the Central Board of Direct Taxes (CBDT)

At present, in terms of CBDT Press Release dated 28th March, 2023 the date for linking PAN and Aadhaar has been extended to 30th June, 2023, whereby persons can intimate their Aadhaar to the prescribed authority for Aadhaar-PAN linking.

The folios in which PANs are not linked with Aadhaar numbers as on the notified cut-off date or any other date as may be specified by the CBDT, shall also be frozen, as detailed in paragraph 5 of the aforesaid SEBI Circular dated 16th March, 2023.

b) Nomination (for all eligible folios)

Nomination is compulsory and in case you do not wish to nominate, then you are required to expressly declare that you are opting out of nomination in the prescribed Form.

HAVELLS INDIA LTD.

Corporate Office: QRG Towers, 2D, Sector 126, Expressway, Noida - 201304, U.P (INDIA)
Tel: +91-120-3331000, Fax: +91-120-3332000

E-mail: marketing@havells.com, www.havells.com

Registered Office: 904, 9th Floor, Surya Kiran Building,
K.G. Marg, Connaught Place, New Delhi - 110001. (INDIA)

Consumer Care No.:

1800 103 1313, 1800 11 0303 (All Connections), 011-4166 0303 (Landline)

CIN: L31900DL1983PLC016304

GSTIN: 09AAACH0351E2Z2

c) Contact details

Complete Postal address with PIN, Mobile number and E-mail address.

d) Bank account details (bank name and branch, bank account number, IFS code)

e) Specimen signature

Present Status of your details available with the Company

As per the data available with the Company as at 19th May, 2023, please refer to the enclosed Status Sheet which is unique to the particulars in respect of the captioned Folio No. as mentioned on page 1 (one) of this communication.

Process to get your details updated

In order to lodge any kind of investor service request, SEBI has introduced [Form ISR – 1](#), **setting forth clearly the information and documentary proofs required**, enabling investors to lodge any investor service request.

Therefore, you are requested to please send in all the details together with supporting documentary proof in enclosed [Form ISR – 1](#) and send it to the Company's RTA at the address mentioned at the end of this letter.

Please note that in case you already have a DEMAT A/c, you may also send your Client Master List (**CML**) and the RTA shall update your folio with the information on 1) present address, 2) bank details, 3) E-mail address and 4) mobile number from the details available in the **CML**.

Mode of sending documents for Updation

Any kind of service request vide [Form ISR – 1](#) or any other document(s) can be lodged with the RTA by either of the following three modes:-

- a) 'In Person Verification' (IPV)
You will have to carry the original and photocopies and the authorized person of the RTA shall verify the original documents furnished by you and retain copy(ies) with IPV stamping with date and initials
- b) Self-attested hard copies clearly mentioning the Date.
- c) Electronically through registered E-mail address only, bearing digital signatures

Note: In case the RTA is offering on-line processing of service request through its portal, then you may also submit your request/ complaint through the portal, using appropriate credential for login and password. The scanned copies of the documents furnished shall have e-sign.

Important points to note pending Updation in concerned Folios

1. Please note that before lodging any kind of service request or complaint with the Company or the RTA, you will have to necessarily update all of the details pertaining to all concerned Folios - PAN, KYC details, Nomination, wherever the same are not already available.

2. Freezing of your Folio in case Updation is not completed by October 01, 2023

The folios wherein any one of the cited document / details **are not available on or after October 01, 2023 shall be frozen by the RTA.**

If the securities in your Folio are frozen,

- a) you will be eligible to lodge any grievance or avail service request from the RTA ONLY AFTER submission of complete documents / details as aforesaid;
- b) you will be eligible for any payment including dividend, interest or redemption payment in respect of such frozen folios, only through electronic mode with effect from April 01, 2024;
- c) the same shall be referred by the RTA / Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025.

3. Reinstatement of Frozen Folios to normal status

The RTA shall revert the frozen folios to normal status only upon receipt of all the documents / details as required to be updated in physical folios as detailed above in this communication.

In your own interest, we request you to take necessary action pursuant to the aforesaid SEBI circular.

Thanking you and assuring you of our best cooperation always.

Secretarial Department
Havells India Limited

Direct Lines – 0120 – 3332939/ 40/ 42

Corp Office – ‘QRG Towers’, 2D, Sector 126, Expressway, Noida (UP) – 201304

Regd Office – 904, 9th Floor, Surya Kiran Building, KG Marg, Connaught Place, New Delhi – 110001

Email – investors@havells.com

Website – www.havells.com

Encl:

1. [Form ISR – 1](#) For registering PAN, KYC details or changes/ updation thereof
2. [Form ISR – 2](#) For Banker's attestation of signature(s) of the shareholder(s)
3. [Form SH – 13](#) For Nomination
4. [Form ISR – 3](#) For 'Declaration to Opt-out' of Nomination
5. [Form SH – 14](#) For cancellation of Nomination or for updation of Nomination. In case of cancellation, [Form ISR – 3](#) will mandatorily have to be furnished.

Address of the RTA: -

Link Intime India Private Limited

Noble Heights, 1st Floor, Plot NH 2

C-1 Block LSC, Near Savitri Market

Janakpuri, New Delhi – 110058; Telephone: 011-41410592, 011-41410593

Fax: 011-41410591

Email: delhi@linkintime.co.in

Please do remember to submit Self-attested hard copies clearly mentioning the Date.

STATUS SHEET for Folio No.:.....

Name of Shareholder	
Name of 1 st First Joint holder	
Name of 2 nd Second Joint holder	
PAN of the shareholder	
PAN of 1 st First Joint holder	
PAN of 2 nd Second Joint holder	
Nomination	
Postal Address with PIN	
Address Line 1	
Address Line 2	
Address Line 3	
City Name	
PIN	
Mobile No. (As per SEBI mandate, it is compulsory to update your Mobile No. only. In case the no. appearing here is not your Mobile No. OR if nothing is appearing here, you are requested to kindly update your Mobile No. using the attached Form ISR – 1 , duly filled-in and submitted with the Registrar.)	
Email address	
Bank A/c Details	
Bank A/c No.	
Bank Name	
Bank Branch address line 1	
Bank Branch address line 2	
Bank Branch address line 3	
Bank Branch address line 4	
Pin Code	
IFSC Code	
MICR Code	
Specimen Signature	

(Blank Column means **NO** data is available with the Company and needs to be updated)