

# TIRUPATI SERVICES

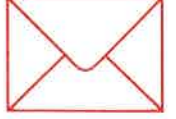
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Since 1983

11.05.2023

**Mr. Pawan K. Thakur**

Company Secretary

Indo Rama Synthetics (I) Limited

53-54, Phase IV, Udyog Vihar,

Sector 18, Gurugram, Haryana 122015

Dear Sir

We hereby confirm that we have completed the job for mailing of 2535 envelopes containing letters in respect of updation of Pan, KYC and nomination bank details etc. in terms of SEBI circular No.SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March 2023 through registered post to the Share-Holders of your company by today itself i.e. 11.05.2023

Thanking you,

Yours Sincerely,

**For TIRUPATI SERVICES**

**Ajay Bindlish**

**Authorised Signatory**

**INDO RAMA SYNTHETICS (INDIA) LIMITED**

Corp. Office: Plot No. 53 &amp; 54, Delhi Press Building, Phase-IV, Udyog Vihar, Gurugram - 122015, Haryana

Regd. Office: A-31, MIDC Industrial Area, Butibori, Nagpur-441122, Maharashtra

Tel.: 0124 - 4997000 | CIN: L17124MH1986PLC166615

Email: [corp@indorama-ind.com](mailto:corp@indorama-ind.com) | Website: [www.indoramaindia.com](http://www.indoramaindia.com)9<sup>th</sup> May 2023

To

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-----**Reg: Folio No.** \_\_\_\_\_**Sub: Furnishing of PAN, KYC and Nomination details, etc.**

Dear Shareholder,

This is to bring to your kind notice that Securities and Exchange Board of India (SEBI) vide its Circular Number SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March 2023, in supersession 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 mandated to shareholders holding securities in physical mode for furnishing of 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:

01. PAN;
02. Nomination details;
03. Contact details (postal address with PIN, Mobile Number and E-mail address);
04. Bank Account details (Bank Name and Branch, Bank Account Number, MICR, IFSC Code); and
05. Specimen Signature through Form ISR-2.

Since, the aforesaid details with respect to the physical share(s) held by you in the Company are not present in the database of the Company's Registrar and Share Transfer Agents (RTA), M/s MCS Share Transfer Agent Limited, hence, we request you to kindly furnish the same to the RTA through the **Form ISR-1**, alongwith the necessary attachments /documents as stated in the form itself. A copy of the said Form can be downloaded from the website of the Company at <https://www.indoramaindia.com/procedure-for-updation-of-PAN-KYC-Nomination-by-physical-shareholders.php> or from the website of our RTA at [www.mcsregistrars.com](http://www.mcsregistrars.com). While filling up the form please strike out the portion which is not applicable to you.

Please note that the PAN to be furnished by you **should be linked with Aadhaar**. In case the same is not so linked you are requested to do the same by June 30, 2023. In the event such linkage is not done within the specified date, then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which number PAN has been furnished.

For appointing a nominee, you are requested to furnish the **Form SH-13**. The said form can be downloaded from the website of the Company at <https://www.indoramaindia.com/procedure-for-updation-of-PAN-KYC-Nomination-by-physical-shareholders.php> or from the website of our RTA at [www.mcsregistrars.com](http://www.mcsregistrars.com). While filling up the form please strike out the portion which is not applicable to you.

In case you do not wish to nominate any person with respect to the physical share(s) held by you then, please furnish the **Form ISR-3**. The said Form can be downloaded from the website of the Company at <https://www.indoramaindia.com/procedure-for-updation-of-PAN-KYC-Nomination-by-physical-shareholders.php> or from the website of our RTA at [www.mcsregistrars.com](http://www.mcsregistrars.com).

In case you wish to cancel/change nomination at a later date with respect to the physical share(s) held by you then, please furnish the **Form SH-14**. The said Form can be downloaded from the website of the Company at <https://www.indoramaindia.com/procedure-for-updation-of-PAN-KYC-Nomination-by-physical-shareholders.php> or from the website of our RTA at [www.mcsregistrars.com](http://www.mcsregistrars.com).

In case the aforesaid details are not furnished, then your folio will be frozen by the Registrars on and after 1<sup>st</sup> October 2023. Such frozen securities shall be referred by the RTA or the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if it continues to remain frozen as on December 31, 2025.

As such, you are kindly requested to take a note of the above and furnish the aforesaid documents at the earliest to the RTA of the Company, **MCS Share Transfer Agent Limited, F-65, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-1, New Delhi-110020.**

Thanking you,

Yours Sincerely,  
**For Indo Rama Synthetics (India) Limited**

Sd/-  
**Pawan Kumar Thakur**  
**Company Secretary and Compliance Officer**