

**Dear Shareholder(s),**

**SUB: FURNISHING OF PAN, KYC AND NOMINATION DETAILS ETC**

This has reference to Securities and Exchange Board of India (SEBI) Circular Number SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier SEBI Circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 Dated 3rd November, 2021, SEBI Circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14th December, 2021 and Company's letter dated 01.03.2022 and vide SEBI circular dated 16.03.2023 and vide SEBI circular dated 12.10.2023 the date to furnish KYC and updating of PAN & Nomination detail etc. has been extended up to 31.12.2023. SEBI 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)
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. The said Form can be downloaded from the website of the Company at [www.orientbell.com](http://www.orientbell.com) or from the website of our Registrars at [www.mcsregistrars.com](http://www.mcsregistrars.com). While filling in the form please strike out the portion which is not applicable to you.

Please note that the PAN 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 no 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 [www.orientbell.com](http://www.orientbell.com) or from the website of our Registrars at [www.mcsregistrars.com](http://www.mcsregistrars.com). While filling in 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 [www.orientbell.com](http://www.orientbell.com) or from the website of our Registrars at [www.mcsregistrars.com](http://www.mcsregistrars.com).

In case you wish to cancel / change nomination later 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 [www.orientbell.com](http://www.orientbell.com) or from the website of our Registrars 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 as per your requirement 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 faithfully,  
For Orient Bell Limited**

**Sd/-  
Yogesh Mendiratta  
Company Secretary**