

### **IMPORTANT INFORMATION FOR PHYSICAL SHAREHOLDERS**

The Securities and Exchange Board of India ('SEBI') vide its circular dated November 03, 2021 (also read with circular dated December 14, 2021) has made it mandatory for the shareholders holding securities in physical form to furnish PAN, KYC and Nomination details to the Registrar and Transfer Agent ('RTA') of the Company.

You may click below to refer respective SEBI circular(s) in this behalf:

- **SEBI Circular dated December 14, 2021**
- **SEBI Circular dated November 03, 2021**

The shareholders holding shares in physical form are requested to note that in case of failure to provide required documents and details as per aforesaid SEBI circular, their folios shall be frozen on or after **April 01, 2023** by the RTA.

In view of the above, shareholders of the Company holding securities in physical form are requested to provide following documents/details to RTA:

- a) PAN;
- b) Nomination (for all eligible folios) in **Form No. SH-13** or submit declaration to 'Opt-out' in **Form ISR-3**;
- c) Contact details including Postal address with PIN code, Mobile Number, E-mail address;
- d) Bank Account details including Bank name and branch, Bank account number, IFS code;
- e) Specimen signature.

***Note: Any cancellation or change in nomination shall be provided in Form No. SH-14***

All of above required documents/details shall be provided to Company's RTA, in physical or through email. The contact details of RTA are as follows:

**M/s Beetal Financial and Computer Services Private Limited**

Beetal House, 3<sup>rd</sup> Floor, 99, Madangir,

Behind Local Shopping Centre,

Near Dada Harsukhdas Mandir,

New Delhi - 110 062

Tel.: +91-11-29961281-86

Contact Person: Mr. Punit Mittal

E- mail: beetalrta@gmail.com



The shareholders can download the forms mentioned in SEBI circular from the website of the Company i.e. [www.ettgroup.in](http://www.ettgroup.in) or directly by using the following links:

S. No	Form	Purpose	Download Form
1.	Form ISR-1	Request for registering PAN, KYC details or Changes / updation thereof (only for securities held in physical form)	<a href="#">Form ISR-1</a>
2.	Form ISR-3	Declaration for Opting-out of Nomination by holders of physical securities in Listed Companies	<a href="#">Form ISR-3</a>
3.	Form SH-13	Nomination Form	<a href="#">Form SH-13</a>
4.	Form SH-14	Cancellation or Variation of Nomination	<a href="#">Form SH-14</a>

### **Correspondence with the Company/RTA**

Shareholders should quote their folio number (for physical shares) or DP & Client ID (for shares held in electronic form) in all correspondence with the Company/RTA. All correspondences regarding shares should be addressed to the Registered Office of the Company or to the RTA office.

### **Procedure for Change in Address**

- Shareholders are required to inform the RTA in writing for any change in their address, quoting their folio number.
- Change of address is effected only when the signature of the first registered holder on the request letter matches with the specimen signature recorded with the Company. Proof of change in address should be attached with the request letter.
- Change of address of shares held in the demat form should be notified to the Depository Participant (DP).

### **Procedure for Consolidation of Shareholding into single folio**

Shareholders may apply to the RTA for consolidation of their shareholding under different folios into one folio.



### **Procedure for Nomination of Shares**

- Section 72 of the Companies Act, 2013, extends a nomination facility to individuals holding shares in physical form in Companies. Shareholders, in particular, those holding shares in a single name should, in their own interest, avail of this facility by giving the particulars of their nomination in the prescribed nomination form i.e. Form SH-13. Any change or variation in the nomination must be made vide Form SH-14;
  
- In case shares are held in a single name and the shareholder has deceased/expired, the following documents are required to be submitted by nominee(s):
  - Original or certified copy of death certificate of the deceased holder;
  - A letter of request from the nominee(s) duly signed.