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| **\\10.10.10.252\sharing\Secretarial 2022.06.07\Trademark Registration\Application No-4807602-LOGO\Deccan Cements Ltd-Logo.jpg** | **DECCAN CEMENTS LIMITED**  CIN: L26942TG1979PLC002500  "Deccan Chambers", 6-3-666/B, Somajiguda, Hyderabad-500082  Tel: 040-23310168 Fax: 040-23318366  E-mail: secretarial@deccancements.com  Website: www.deccancements.com | **\\10.10.10.252\sharing\Secretarial 2022.06.07\Trademark Registration\Application No-4807603-Deccan Cement\Deccan Cements Ltd-Deccan Cement.jpg** |

**INFORMATION FOR THE SHAREHOLDERS**

**holding shares in Physical mode**

SEBI vide circular SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37, dated 16th March 2023 made it mandatory for the all holders of physical securities in listed companies to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers.

The folios wherein any one of the cited document/details cited above *(PAN, Nomination, Contact details, Bank A/c details and Specimen signature)* are not available on or after **1st October 2023**, shall be frozen by the RTA.

Frozen folios shall be referred by the RTA / listed 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 31st December 2025.

However, the security holder(s) whose folio(s) have been frozen shall be eligible to lodge grievance or avail any service request from the RTA only after furnishing the complete documents / details as mentioned *(i.e., PAN, Nomination, Contact details, Bank A/c details and Specimen signature)* in the said Circular.

**Contact details of RTA:**

KFin Technologies Limited

(Unit: Deccan Cements Limited)

Selenium Tower B, Plot 31 & 32,

Financial District, Nanakramguda,

Serilingampally Mandal,

Hyderabad - 500 032,

Telangana, India - 500 032.

Email: einward.ris@kfintech.com

Toll Free number: 1- 800-309-4001

**As per the said circular, on 19th May 2023 the Company, through the RTA, has sent communication to all shareholders holding shares in physical mode to furnish PAN, KYC and nomination details.**

**It shall be mandatory for all holders of physical securities to furnish the following documents/details to the RTA:**

1. **PAN** is mandatory for all security holders and claimants of physical securities to furnish to RTA. Further, it is mandatory to quote and provide a self-attested copy of the PAN by the security holder/claimant to avail any service request. The security holder shall register the PAN through Form ISR-1. Investors shall link their PAN with Aadhaar number. The folios in which PANs are not linked with Aadhaar numbers, shall also be frozen.

2. **Nomination/Declaration to Opt-out of Nomination:** ‘Nomination’ or ‘declaration to opt-out’ shall be furnished for all eligible folios in the following formats:

|  |  |
| --- | --- |
| Form SH-13 | Registration of Nomination |
| Form SH-14 | Cancellation or Variation in Nomination |
| Form ISR-3 | To opt out of nomination (along with Form ISR-14) |

3. **Contact details:** All holders of physical securities shall register the postal address with PIN for their corresponding folio numbers. It shall be mandatory for the security holders to provide mobile number. It is advisable to register the Email IDs also. The security holder can register/update the contact details through **Form ISR-1**.

4. **Bank account details (Bank and Branch name, bank account number, IFS code):** All holders of physical securities shall register the bank account details. Registration/updation of bank details shall be through **Form ISR-1**.

5. **Specimen signature:** All holders of physical securities shall register the specimen signature.

The security holder can register/update the specimen signature through **Form ISR-1** and shall complete either of the two processes:

**Option A:**

i. Security holder shall provide the following documents:

(a) Original cancelled cheque with name of the security holder printed on it; or

(b) Self-attested copy of Bank Passbook/Bank Statement;

ii. Banker’s attestation of the signature of the same bank account as mentioned in (i) above as per **Form ISR-2**.

OR

**Option B:**

The investor may get his or her signature changed or updated by visiting the office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document (Aadhaar / Passport / Driving License / Identity card / document with applicant’s Photo, issued by Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp / Marriage certificate / Divorce decree) in original for verification by the RTA, and submit self-attested copies of the same.

**RTAs will not process any service requests or complaints received from the security holder(s)/claimant(s), till PAN, KYC and nomination documents/details as stated above are received.**

**Mode for providing documents/details by investors for service requests:**

The RTA will enable the holder/claimant to provide the documents/details by any one of the following mode:

1. **Through ‘In Person Verification’ (IPV):** The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy (ies) with IPV stamping with date and initials.

2. **Through Post:** Hard copies of self-attested documents.

3. **Through electronic mode with e-sign:** The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign\* of the holder(s)/ claimant(s).

*\*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (https://cca.gov.in/) for the purpose of obtaining an e-sign.*

**Standardized, simplified and common norms alongwith operating guidelines for processing investor service requests:**

**Mismatch/Change in name:**

Minor mismatch in name: For minor mismatch in name between any two set of documents, the RTA shall additionally obtain self-attested copy of any one of the documents (Aadhaar / Passport / Driving License / PAN Card/ Identity card / document with applicant’s Photo, issued by Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp / Marriage certificate / Divorce decree) explaining the difference in names.

Change of Name / Major Mismatch in Name: In the event of Change of Name / Major Mismatch in Name of the Security Holder, the Security holder/claimant may be allowed to change his / her subject to the submission of following documents at the time of change of name of the security holder/claimant:

(a) In case of change in name on account of marriage: Marriage Certificate or copy of valid Passport showing husband’s name or publication of name change in official gazette, and any document evidencing the old name as per Aadhaar / Passport / Driving License / PAN Card/ Identity card / document with applicant’s Photo, issued by Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp / Marriage certificate / Divorce decree.

(b) In case of change in name on account of reasons other than marriage: Publication of name change in official gazette, and any document evidencing the old name as per Aadhaar / Passport / Driving License / PAN Card/ Identity card / document with applicant’s Photo, issued by Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp / Marriage certificate / Divorce decree.

**Registering / Updating the KYC and Other details:**

|  |  |
| --- | --- |
| **Particulars** | **Form** |
| PAN | ISR-1 |
| Contact details (postal address, Mobile number & E-mail) | ISR-1 |
| Bank details | ISR-1 |
| Signature | ISR-1 & ISR-2 |
| Nominee Registration | SH-13 |
| Variation of Nomination | SH-14 |
| Opt out of Nomination | SH-14 & ISR-3 |
| Issue of Duplicate securities certificate | ISR-4 |
| Replacement / Renewal / Exchange of securities certificate | ISR-4 |
| Consolidation of securities certificate | ISR-4 |
| Sub-division / Splitting of securities certificate | ISR-4 |
| Consolidation of folios | ISR-4 |
| Endorsement | ISR-4 |
| Change in the name of the shareholder | ISR-4 |
| Claim from Unclaimed Suspense Account & Suspense Escrow Demat Account | ISR-4 |
| Transposition | ISR-4 |
| Transmission | ISR-5 |
| Change in status from Minor to Major, and  Resident to NRI and vice versa | Request Letter with proof |
| For Issuance of Duplicate Share Certificate | Affidavit in Form-A  Indemnity in Form-B |

**Documents for Proof of Identity**

1. Unique Identification Number (UID) (Aadhaar)

2. Valid Passport

3. Driving license in Smart Card form, Book form or copy of digital form

4. Identity card / document with applicant’s Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp.

5. PAN card with photograph

6. Marriage certificate

7. Divorce decree

**Documents for Proof of Address**

1. Unique Identification Number (UID) (Aadhaar)

2. Valid Passport / Registered Lease or Sale Agreement of Residence / Driving License.

3. Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant.

4. Utility bills like Telephone Bill (only land line) / Electricity bill / Gas bill - Not more than 3 months old.

5. Identity card / document with address, issued by any of the following:

Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp.

6. For FII / sub account: Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.

7. Proof of address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse.

8. Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.