

## **FOR ATTENTION OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM**

As an on-going measure to enhance the ease of doing business for investors in the securities market, SEBI vide circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023 has prescribed common and simplified norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination, superseding its earlier Circular Nos. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/655 dated 3<sup>rd</sup> November, 2021 & SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/687 dated 14<sup>th</sup> December, 2021('SEBI Circular').

Vide aforesaid Circulars, SEBI has made it mandatory for all holders of physical securities of the Company to furnish their PAN, Nomination, Contact details, Bank A/c details and Specimen signature (KYC documents) to the RTA i.e. Maheshwari Datamatics Pvt. Ltd.

In view of the above-mentioned Circulars, holders of physical securities are requested to provide the aforesaid information/documents, if not provided earlier, as per the table below, to the Registrars & Transfer Agents - M/s Maheshwari Datamatics Pvt. Ltd. immediately on or before **30<sup>th</sup> September, 2023**.

| <b>Sl. No.</b> | <b>Purpose</b>   | <b>Form</b>               |
|----------------|--|---------------------------|
| 1.             | Request for registering PAN, KYC details or changes /updatation thereof          | Form ISR-1                |
| 2.             | Major mismatch in signature or updatation/non-availability of specimen signature | Form ISR-1 and Form ISR-2 |
| 3.             | Registration of Nomination   | Form SH-13                |
| 4.             | Change in Existing Nomination  | Form SH-14                |
| 5.             | Declaration Form for Opting-out of Nomination                                    | Form ISR-3                |
| 6.             | Cancellation of Existing Nomination  | Form SH-14 and Form ISR-3 |

The forms can be downloaded from the website of the Company at <https://www.centuryply.com/investors-new/forms-and-downloads> and also from the website of the RTA at <https://www.mdpl.in/>.



All holders of physical securities of the Company are requested to read the aforesaid circular and ensure that above details are updated with RTA before 30th September, 2023. Thereafter, folios for which the above details are not available shall be frozen by RTA.

**Consequences of non-compliance with SEBI Circular:**

1. Folios of holders of physical securities without PAN, Nomination, Contact details, Bank A/c details and Specimen signature shall be frozen by the Registrar and Share Transfer Agent (RTA) on or after 1st October, 2023.
2. The security holder(s) whose folio(s) have been frozen shall be eligible:
  - a) to lodge grievance or avail any service request from the RTA only after furnishing the KYC documents and
  - b) for any payment including dividend in respect of such frozen folios, only through electronic mode with effect from 1st April, 2024.
3. 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.
4. The RTA shall revert the frozen folios to normal status upon receipt of all the KYC documents.

