

On the letter head of Beetal.

Name and address of the shareholder

Subject: Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities.

Folio no:

Company:

Dear Shareholder

SEBI vide its circular [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655](#) dated November 03, 2021 has introduced common and simplified norms for processing investor's service request. Key highlights of the circular are as under.

All holders of physical securities of the Company are mandatorily required to furnish the following documents / details to the RTA.

- a. PAN
- b. Nomination
- c. Contact Details

- d. Bank Account details

- e. Specimen Signature

Investors shall submit form ISR-1 for updating PAN and other KYC details.

In case of mismatch of signature or no signature with RTA, the investor shall furnish original cancelled cheque and banker's attestation of the signature as per form ISR-2.

Investors shall mandatorily register nominations with RTA and use form SH-13 and SH-14 for declaration of nomination and change in nomination respectively. However, in case investor wants to opt-out of nomination, form ISR-3 shall be filed.

Investors are **requested to ensure the above details are updated with RTA before April 1, 2023**, since folios for which the above details are not available thereafter **shall be frozen**.

Form	Description
Form ISR-1	Request For Registering Pan, KYC Details Or Changes / Updating Thereof (enclosed)
Form ISR-2	Confirmation of Signature of securities holder by the Banker (enclosed)
Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies (enclosed)
Form SH-13	Declaration of Nomination (enclosed)
Form SH-14	Change in Nomination (if required please download from our website)

You can also download the forms from our website beetalfinancial.com and on the Company's website at www.optiemus.com.

For and behalf of the ... Company...

Beetal Financial & Computer Services Pvt Ltd
(Registrar and Transfer Agent)

Authorised Signatory.

(This is a computer generated letter, hence no signature required)