

January ____, 2022

Name of the Sole / First Holder :
Address :

Second holder :
Third holder :
Folio No.

Dear Shareholders,

Subject: Common and simplified norms for processing investor's service request by RTA and norms for furnishing PAN, KYC details and Nomination

We wish to bring to your notice that Securities & Exchange Board of India (SEBI) vide its circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated Nov 03, 2021 read with Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021 has notified simplified norms for processing investor's service request by RTA and mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities.

Further, SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has notified Form ISR-4 for Issuance of Securities in dematerialized form in case of Investor Service Requests like Issue of duplicate securities certificate, Transmission; Transposition; etc.

Copies of the Circulars together with the relevant forms are available on the Company's website www.shahlon.com and BIGSHARE SERVICES PVT. LTD., RTA website www.bigshareonline.com

It is in your interest to provide the details / documents. If already provided, please treat this communication for information purpose only.

❖ **Please submit the documents / details listed in the table below to RTA, (self-attested) at the following address:**

Kind Attn.: Mr. Ramesh Nair,
BIGSHARE SERVICES PVT. LTD.
A/802, Samudra Complex, Near Klassic Gold Hotel, Girish Cold Drinks, Off C.G Road,
Navrangpura, Ahmedabad, Gujarat, 380009. Phone : +91-79-40392571
Email: bssahd@bigshareonline.com Website: www.bigshareonline.com

Sr. No.	Documents / details to be provided by shareholder(s)	Please furnish details in*
1	Valid Pan Linked with Aadhar	Form No. ISR-1
2	Postal Address with PIN	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Declaration to opt-out of nomination	Form No. ISR-3

8	Nomination details	Form No. SH-13
9	Change in Nomination	Form No. SH-14
10	Request for issue of Duplicate Certificate and other Service Requests	Form No. ISR-4

(*The aforesaid forms can be downloaded from the Company's website or RTA's Website.)

❖ **Freezing of Folios without PAN, KYC details and Nomination**

Folios wherein any one of the above mentioned documents / details are not available on or before March 31, 2023, shall be frozen by RTA / the Company in terms of the above mentioned SEBI Circulars.

❖ **Compulsory linking of PAN and Aadhaar by all shareholders in physical mode**

From 31st March, 2022 or any other date as may be specified by the Central Board of Direct Taxes ("CBDT"), RTA will accept only valid PANs and also verify that the PAN in the existing folios are valid; i.e. it is linked to the Aadhaar number of the shareholder. The folios wherein PAN is not valid as on the notified cut-off date of 31st March, 2022 or any other date as may be specified by the CBDT, will also be frozen.

In terms of the Circulars, from now onwards RTA/Company will not process any service request or complaint from shareholder(s)/claimant(s), unless PAN, KYC and Nomination documents/details are available.

Please feel free to get in touch with RTA / Company for any clarifications / assistance that you may require.

We request the shareholders for getting their physical shares converted to demat at the earliest.

Thanking you.

Yours truly,

For Shahlon Silk Industries Ltd.

Sd/-

**Hitesh K Garmora
Company Secretary**