



PUDUMJEE PAPER PRODUCTS LIMITED

Registered Office: Thergaon, Pune 411 033.

CIN: L21098PN2015PLC153717

Tel.: 020-40773423 | Fax: 020-40773388

Website: www.pudumjee.com | E- mail: investors.relations@pudumjee.com

Date: May 19, 2023

Dear Shareholder,

Sub.: Furnishing of PAN, KYC details and Nomination by holders of physical securities

Ref.: SEBI Circular dated March 16, 2023

Season's greetings from **Pudumjee Paper Products Limited** and we hope this communication finds you and your family in safe and good health.

You are aware that in supersession of earlier circulars, SEBI vide the captioned circular dated March 16,2023,mandated:

- furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- any service request and complaint shall be entertained only upon registration of the PAN, Bank details and the nomination,
- to ensure that your PAN is linked to Aadhaar by March 31, 2023, or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio. Currently CBDT extended the date till June 30, 2023.

We observe that you have not furnished the following mandatory documents/details against your holding. You are required to furnish the details as per the table below, to our Registrars & Transfer Agents (RTA) M/s. KFin Technologies Limited immediately, by sending the duly signed documents.

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	E-mail address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Updation of Signature	Form No. ISR-2
8	Nomination Registration	Form No. SH-13
9	Cancellation or variation of Existing Nomination	Form No. SH-14
10	Declaration to opt-out of nomination	Form No. ISR-3

For the details of the required forms and documents, please refer to the Frequently Asked Question (FAQ) provided on the link below.
<https://ris.kfintech.com/faq.html>

The aforesaid ISR and other relevant forms can be downloaded by following the link provided below:
https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd

Freezing of Folios without PAN, KYC details and Nomination:

- Folios wherein any one of the said details are not available on or after October 01, 2023, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA.
- Further effective April 01, 2024, you will not be eligible for receiving dividend in physical mode.
- After December 31, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

You are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms to the following address:

KFin Technologies Limited,

Unit: Pudumjee Paper Products Limited

Selenium Tower B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda,
Hyderabad – 500 032

E-mail: einward.ris@kfintech.com

Thanking you,

Yours faithfully,

For Pudumjee Paper Products Limited

Vinay Jadhav
Company Secretary and Compliance Officer

This communication is computer generated and hence does not require signature.