



PUDUMJEE

PUDUMJEE PAPER PRODUCTS LIMITED

CIN: L21098PN2015PLC153717

Registered Office: Thergaon, Pune 411 033.

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

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

Date: 07th January, 2022

Dear Shareholders,

Subject: Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination

With reference to captioned subject, we would like inform you that, the Securities and Exchange Board of India ("SEBI") has vide its circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 laid down common and simplified norms for processing Shareholder's service request by RTAs. The said circular is effective from 1st January, 2022 and also requires persons holding shares in Physical Form for mandatory furnishing of PAN, KYC details & nomination, freezing of folios without valid PAN, KYC details & Nomination, compulsory linking of PAN and Aadhaar by Shareholders.

Further, the SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021 has provided clarifications to the circular dated 3rd November, 2021 (collectively referred to as 'the Circulars'), copies of the Circulars together with the relevant forms are available on the website of the Company and KFin Technologies Private Limited, the Registrar and Transfer Agent ("KFin" or "RTA") at www.pudumjee.com and www.kfintech.com respectively.

In view of above, we in your own interest, request you to kindly submit the self-attested details / documents mentioned in following table to the KFin at the earliest possible at their address mentioned below.

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	Signature (in case of change in 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

(*The aforesaid Forms can be downloaded from the Company website at www.pudumjee.com or that of KFin website at www.kfintech.com).

Kindly submit the aforesaid self-attested details / documents to KFin at the following address:

KFin Technologies Private Limited
Unit: PUDUMJEE PAPER PRODUCTS LIMITED
 Selenium Tower B, Plot Nos.31 & 32, Financial District
 Nanakramguda, Serilingampally Mandal, Hyderabad – 500032.
 Toll Free: 1800 309 4001

You can also e-mail the aforesaid details / documents duly e-signed / digitally signed (DSC) through your e-mail registered with KFin to einward.ris@kfintech.com.

Further, we would like to draw your attention that, w.e.f. 01st January, 2022, KFin will not process any service request or complaint from Shareholder(s)/Claimant(s), for those Folios wherein the details/documents mentioned in the aforesaid table are not available and the said Folios shall be frozen by the KFin/the Company in the manner and timelines prescribed in the Circulars.

You are requested to kindly go through the SEBI Circulars and comply and submit the aforesaid details/documents to KFin at the earliest. In case of any clarification/assistance, please contact with the KFin / the Company at Toll Free: 1800 309 4001& Tel.: 020-40773423 respectively.

Thanking you,

For Pudumjee Paper Products Limited

Sd/-
 Vinay Jadhav
 Company Secretary and Compliance Officer
 ICSI Membership No.:A30228

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