



Dear Shareholder(s),

Sub: Mandatory furnishing/updating of PAN, full KYC details (Address proof, bank details, email address, mobile number) and Nomination by holders of physical share certificate

Ref.: SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023.

In terms of Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 issued by SEBI in this regard, it is made mandatory for each holder of physical securities to furnish his/her PAN*, address, email id, mobile number, bank account details, specimen signature and nomination to RTA or the Company.

Effective October 01, 2023, the RTAs will not process any service requests or complaints received from the holder(s) / claimant(s), till PAN, KYC and Nomination details are updated. In the event of failure to submit / update the details, please note that:

- The folio(s) in which PAN / KYC/ Nomination details are not available / updated, the RTA shall freeze such folios effective October 01, 2023.
- Such frozen folio(s) shall not be eligible to lodge grievance(s) / or avail any service request from the RTA unless and until the above mentioned details are updated.
- After December 31, 2025, the frozen folios as mentioned above 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.
- With effect from April 1, 2024, any payment including dividend, interest or redemption payment in respect of such frozen folios, shall be made only through electronic mode.
- Frozen folios will be reverted to normal status upon receipt of all the details as mentioned above.

Shareholders of the Company holding shares in physical form are therefore requested to furnish / update their PAN / KYC/ Nomination details, if not done earlier, with the RTA of the Company by using the relevant forms as mentioned herein below.

All the required forms are available on Company's website www.shreeajit.com as well as RTA website www.linkintime.co.in.

Description of the Form	Form No.
For Registration of PAN and KYC Updation	ISR-1
Confirmation of Signature of securities holder by the Banker	ISR-2
Declaration Form for Opting- out of Nomination	ISR-3
Nomination Form	SH-13
For Cancellation or Variation of Nomination	SH-14

SHREE AJIT PULP AND PAPER LIMITED

CIN: L21010GJ1995PLC025135

Regd. Office: Survey No. 239, Near Morai Railway Crossing, Village Salvav, Via-Vapi, Dist. Valsad, 396191, Gujarat, India
Email: shreeajit@shreeajit.com, Website: www.shreeajit.com, Tel.: +91 260 6635700



SEBI further clarified that for availing services like issue of duplicate securities certificate, replacement / renewal / exchange, consolidated, subdivision/splitting of securities certificate, endorsement, consolidation of folios, change in the name of holder and claim from Unclaimed Suspense Account & Suspense Escrow Demat Account the request is to be made by the shareholder in Form ISR-4 and request for transmission is to be made in Form ISR-5.

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

LINK INTIME INDIA PVT. LTD.

C 101, 247 Park,
LBS Marg, Vikhroli West,
Mumbai, 400083, Maharashtra
Tel. No.: +91 22 49186000 Fax: +91 22 49186060
Email: rnt.helpdesk@linkintime.co.in

For further details, please refer to SEBI Circular dated March 16, 2023.

At this juncture, we once again request the shareholders holding shares in physical form for getting their physical shares converted to demat at the earliest.

Thanking you,

Yours faithfully,
For Shree Ajit Pulp and Paper Limited

Sd/-

Shanoo Mathew
Company Secretary & Compliance Officer
ICSI M. No.: A60688

Date: 15/05/2023

Place: Vapi

***PAN to be furnished should be linked to Aadhaar.** In case the same is not linked on or before June 30, 2023 or any other date as may be specified by the Central Board of Direct Taxes, your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which PAN has not been furnished and shall also be frozen by the RTA.

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Availability of Dispute Resolution Mechanism at Stock Exchanges against Listed Companies/ Registrar to an Issue and Share Transfer Agents (RTAs)

As per Circular issued by the Securities and Exchange Board of India (SEBI) dated May 30, 2022, the Shareholders holding Shares of Shree Ajit Pulp and Paper Limited (“the Company”) are hereby informed that in case if you have any dispute against the Company and / or Link Intime India Private Limited, the Registrar and Share Transfer Agent (RTA) for any delay or default in processing your request, you can file for arbitration with Stock Exchanges. For more details, please access the below the weblinks of the Stock Exchange:-

https://www.bseindia.com/static/investors/Complaint_against_Companies.aspx

<https://bsecregs.bseindia.com/ecomplaint/frminvestorhome.aspx>

Subject: Mandatory furnishing/updating of PAN, full KYC details and Nomination

SEBI vide its circular SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, has mandated Updation of PAN, KYC and Nomination details by holders of physical securities

Following are the documents/ details mandatorily required to be furnished by holders of physical securities to our RTA i.e., Link Intime India Private Limited:

- PAN
- Nomination
- Contact details
- Bank Account Details
- Specimen Signature

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Below are Investor Service Request (ISR) forms and Nomination forms to be furnished for updating details:

No.	Requirement	Actionable Point	Forms
1.	For Updating PAN, Postal Address Bank details, E-mail address Mobile number, Signature Demat Account details	Furnish Form ISR-1 for updating your details	FORM ISR-1: Request for Registering Pan, KYC Details or Changes / Updation Thereof
2.	a. In case of major mismatch in the signature (as available in the folio of RTA) and the present signature b. In case signature is not available with the RTA	Furnish original cancelled cheque and the Banker's attestation of the signature as per Form ISR-2	FORM ISR-2: Confirmation of Signature of securities holder by the Banker
3.	'Declaration to Opt-out'	Furnish Form ISR-3 in case investor wants to opts-out of Nomination	FORM ISR-3: Declaration Form for Opting-out of Nomination by holders of physical securities
4.	For Furnishing Nomination details	Furnish Form SH-13 for declaration of Nomination	FORM SH-13
5.	For changing the Nomination details	Furnish Form SH-14 for modification or change in Nomination	FORM SH-14

Notes:

1. Investors are requested to ensure that the applicable details are updated before October 1, 2023, since folios for which the above details are not available thereafter, shall be frozen.
2. Investors shall compulsorily link their PAN with Aadhaar number before June 30, 2023, thereafter RTA will only accept valid PANs (which is linked to the Aadhaar number). Also, the folios in which PANs is/are not valid as on the notified cut-off date of June 30, 2023, shall be frozen.
3. Request you to ignore this letter if your KYC and Nomination details are already updated.

*This Communication is computer generated and hence does not require signature.

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