

**FOR ATTENTION OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM**

Dear Shareholder (holding Physical Share Certificate),

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

SEBI has vide [Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 3, 2021](#) read with [SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/687 dated December 14, 2021](#), mandated furnishing of details of PAN, email address, mobile number, bank account and nomination by holders of physical securities. Further, it is stated that folios wherein any one of the cited document / details are not furnished or made available **on or after April 01, 2023**, the relevant folio(s) shall be frozen by the Registrars and Transfer Agent of the Company (RTA).

Further SEBI has vide [Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2022/8 dated January 25, 2022](#) mandated that the securities holder/claimant shall submit duly filled up Form ISR-4 as per the format given below along with the documents / details specified therein to request for issue of Duplicate Certificate and other Service Requests.

**Effective January 1, 2022, shareholders will not be eligible to lodge their grievance or avail service request from the RTA unless PAN, KYC and Nomination documents/details are received.**

All shareholders who have not furnished the documents/details viz., PAN, E-mail address, mobile number, bank account and nomination are requested to send the documents given below:

- Request for registering PAN, KYC Details or Changes updating should be furnished in Form No. ISR 1 ([Click here for Form No. ISR1](#));
- Confirmation of Signature of securities holder by the Banker ([Click here for Form No. ISR2](#))
- Declaration Form for Opting-out of Nomination ([Click here for Form No. ISR3](#))
- Request for issue of Duplicate Certificate and other Service Requests ([Click here for Form No. ISR4](#));
- Nomination Form SH-13 ([Click here for Form SH 13](#))
- Cancellation or Variation of Nomination Form SH 14 ([Click here for Form SH 14](#))

The hard copies of the duly executed forms along with relevant documents/details should be sent to our RTA at the following address:

**Bigshare Services Private Limited**

**Mr. Vinod Yadav**

**Company Name: VL E-GOVERNANCE & IT SOLUTIONS LIMITED**

Office No. S6-2, 6th Floor,

Pinnacle Business Park, Next to Ahura Centre,

Mahakali Caves Road,

Andheri East, Mumbai 400093, Maharashtra, India.

Tel: 022-62638204 | E-mail : [vinod.y@bigshareonline.com](mailto:vinod.y@bigshareonline.com)

Alternatively, you can submit the e-signed forms and relevant documents/details through your email id.

As required by the Income Tax Authorities, please link your PAN and Aadhaar by **March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes**, if not linked earlier, to avoid freezing of your folio.

Please also note that 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 may get in touch with our RTA for any queries or assistance in this regard.

For VL E-GOVERNANCE & IT SOLUTIONS LIMITED

Sd/-

**Mr. Nilesh Champalal Wadode**

Company Secretary and Compliance Officer