

24<sup>th</sup> May, 2023

National Stock Exchange of India Limited	BSE Limited
Listing Department, Exchange Plaza,	The Corporate Relationship Department
5th Floor, Plot No. C/1, G Block,	1st Floor, New Trading Wing,
Bandra Kurla Complex, Bandra (E)	Rotunda Building, Phiroze Jeejeebhoy
Mumbai- 400051	Towers, Dalal Street, Fort, Mumbai-
	400001
Symbol: BALRAMCHIN	Scrip Code: 500038

Dear Sir/ Madam,

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

#### Sub: Intimation to the Shareholders holding shares in Physical Mode

#### Dear Sir / Madam,

We wish to inform you that pursuant to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37, dated 16th March, 2023 ('Circular"), the Company has sent intimation to the shareholders holding shares in physical mode (along with requisite forms) to their available addresses, requesting them to update/ submit their PAN, KYC details and Nomination details with the Registrar and Share Transfer Agent of the Company within the stipulated timeline mentioned in the circular.

A copy of the said intimation is enclosed herewith.

This is for your information and records.

Thanking you,

Yours faithfully, For Balrampur Chini Mills Limited

Manoj Agarwal **Company Secretary and Compliance Officer** 

Encl: a/a



#### **BALRAMPUR CHINI MILLS LIMITED**

#### CIN: L15421WB1975PLC030118

Registered Office: FMC Fortuna, 2nd Floor, 234/3A, A.J.C. Bose Road, Kolkata - 700 020 Tel: +91 33 2287 4749; Fax: +91 33 2283 4487; Email: secretarial@bcml.in; Website: www.chini.com

Reference No.	

: BCML/KYC/2023/0001

Date: 17-05-2023

Name of the Sole / First Holder Address ABANI MOHAN GHOSH
 BARALGHAT, NAVADWIP
 WEST BENGAL

NABADWIP 0

Dear Shareholder,

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

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

Greetings from Balrampur Chini Mills Limited.

We hope this communication finds you and your family in safe and good health.

With reference to the captioned subject, we wish to inform you that the Securities and Exchange Board of India (SEBI) has issued Circular No. **SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37**, dated 16<sup>th</sup> March, 2023 ("Circular-2023") in supersession of the earlier Circular No. **SEBI/HO/MIRSD/MIRSD\_MIRSD\_RTAMB/P/CIR/2021/655** dated 3<sup>rd</sup> November, 2021 & Circular No. **SEBI/HO/MIRSD/MIRSD\_MIRSD\_RTAMB/P/CIR/2021/687** dated 14<sup>th</sup> December, 2021. Hence, vide the captioned Circular-2023, SEBI has mandated:

- a. Furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b. Any service request and complaint shall be entertained only upon registration of the PAN, Bank details and the nomination,
- c. To ensure that your PAN linked to Aadhaar by 30<sup>th</sup> June, 2023 or any other date as may be specified by the <u>Central Board of Direct Taxes</u> to avoid freezing of your folio.

The Company by its letter dated 27<sup>th</sup> December, 2021 informed all the relevant shareholders of the above requirements and requested them to submit the required details/documents.

We have observed from our records that you have not furnished some of the mandatory documents/details against your shareholding. We request you to furnish the documents/details, as per the table below, to the **Registrars & Transfer Agents, M/s KFin Technologies Limited** ("the RTA") immediately on receipt of this letter by sending the duly signed and scanned documents in the prescribed modes of service of documents by the shareholders as provided in the aforesaid Circular-2023.

Sl. No.	Particulars	Please furnish details in	
1	PAN		
2	Postal Address with PIN Code		
3	Email address	Form No. ISR-1	
4	Mobile Number	(Form enclosed)	
5	Demat account details		
6	Bank account details		

7	Signature update (In case there is a change in	Form No.: ISR-2 (Form enclosed) and Original
	signature)	cancelled cheque.
8	Nomination details	Form:SH-13 (Form enclosed)
9	Declaration to opt out nomination	Form :ISR-3 (Form enclosed)
10	Change in existing nomination	Form:SH-14 (Form enclosed)
11	For cancellation of existing nomination	Form: SH-14 (Form enclosed)

The aforesaid forms can also be downloaded from the website of the Balrampur Chini Mills Limited ("Company") at: <u>www.chini.com</u> and the RTA at: <u>www.kfintech.com</u>.

#### Freezing of Folios without PAN, KYC details and Nomination:

- a. Folios wherein any one of the said document / details are not available <u>on or after 1<sup>st</sup> October, 2023</u>, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA. Further effective 1<sup>st</sup> April, 2024 you will not be eligible for receiving dividend in physical mode.
- b. <u>After 31<sup>st</sup> December, 2025</u>, the frozen folios shall be referred by the 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: Balrampur Chini Mills Limited

Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032

The scan copies of the documents may also be mailed through your registered email id with the RTA at the mail id <u>einward.ris@kfintech.com</u> duly e-signed on the forms and all proofs.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empanelled eSign Service provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (https://cca.gov.in/) for the purpose of obtaining an e-sign.

Thanking you,

Yours faithfully,

#### For Balrampur Chini Mills Limited

Sd/-Manoj Agarwal Company Secretary and Compliance Officer

Encl: as above

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

# Form ISR – 1

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

**REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF** 

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date:\_\_\_/\_\_\_/\_\_\_\_

**A.** I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

	Bank details	Signature
Mobile number	E-mail ID	Address

#### **B.** Security Details:

Name of the Issuer Company	Folio No.:
Name(s) of the Security holder(s)	1.
as per the Certificate(s)	2.
	3.
Number & Face value of	
securities	
Distinctive number of securities	From To
(Optional)	

# **C.** I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	$\checkmark$	Document /	Instruction / Remark		
		Information			
		/ Details			
1	PAN of (all) the (joint) holder(s)				
		PAN			
		Whether it is Valid (linked to			
		Aadhaar): □ Yes □No			
			PAN shall be valid only if it is linked to Aadhaar by March 31, 2023* For Exemptions / Clarifications on PAN, please refer to Objection Memo in <b>Page</b> <b>6 &amp; 7</b>		
2		Demat Account			
		Number	Also provide Client Master List (CML) of your Demat Account, provided by the		

		(Optional)	Depository Participant.
3	Proof of Address of the first holder		Any one of the documents, only if there is change in the address; Unique Identification Number (UID) (Aadhaar) Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant.
			Utility bills like Telephone Bill (only land line)/ Electricity bill / Gas bill - Not more than 3 months old.
			<ul> <li>Identity card / document with address, issued by any of the following:</li> <li>Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organisation stamp</li> <li>For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</li> </ul>
			Proof of address in the name of the spouse accompanied with self- attested copy of Identity Proof of the spouse.
			Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.
4		Bank details (to be updated for first holder in case of	Account Number:# Bank Name: Branch Name: IFS Code: Provide the following:
		joint holding)	Original cancelled cheque bearing the name of the security holder; <b>OR</b>

		Bank passbook/statement attested by the Bank;
5	E-mail address	#
6	Mobile	#

\* or any date as may be specified by the CBDT (DP: Depository Participant) # In case it is not provided, the details available in the CML will be updated in the folio

**Authorization**: I/ We authorise you (RTA) to update the above PAN and KYC details in following additional folio(s) held in my / our name (*use Separate Annexure if extra space is required*):

S. No.	Name of the Issuer Company	Folio No.	Quantity of securities	Face value of securities	Distinctive number of securities (Optional)

in which I / We are the holder(s) (strike off what is not applicable).

#### **Declaration:** All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	$\checkmark$		
Name	$\checkmark$		
Full address	$\checkmark$		
PIN			

## Mode of submission of documents to the RTA

Please use any one of the following mode:

- 1. Through 'In Person Verification' (IPV): The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy (ies) with IPV stamping with date and initials.
- 2. Through Post: Hard copies of the documents which are self-attested.

3. Through electronic mode with e-sign: The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign\* of the holder(s)/ claimant(s).

\*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of <u>Controller of Certifying Authorities</u> (CCA), <u>Ministry of Communications and Information Technology</u> (<u>https://cca.gov.in/</u>) for the purpose of obtaining an e-sign.

## Note

	le		
•	Holders of physical securities in listed company are mandatorily required to furnish PAN, KYC details (Contact details, Bank Account Details, Signature) and Nomination (for all the eligible folios) to enable RTA to process any service request or complaints received from the security holder(s)/ Claimants.		
•	Upon receipt or up-dation of bank details, the RTA shall, <i>suo-moto</i> , generate request to the company's bankers to pay electronically all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.		
•	mentioned in t dated Novembe	te the folio with PAN, KYC details and Nominee, within timelines as he circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 er 26, 2021. However, cancellation of nomination, shall take effect of which this intimation is received by the company / RTA.	
•		insist on Affidavits or Attestation / Notarization or indemnity for dating / changing PAN, KYC details and Nomination.	
•	<ul> <li>Specimen Signature</li> <li>Option A         <ol> <li>Security holder shall provide the following documents:                 <ul> <li>Security holder shall provide the following documents:</li> <li>Original cancelled cheque with name of the security hol printed on it; or</li></ul></li></ol></li></ul>		
		<ul> <li>Option B</li> <li>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos. 1-4 of Annexure – E of SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self- attested copies of the same.</li> </ul>	

Nomination**	<ul> <li>Providing Nomination: Please submit the duly filled up Nomination Form (<u>SH-13</u>) or 'Declaration to Opt out of Nomination' as per <u>Form ISR-3</u>, in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</li> </ul>
	<ul> <li>Variation in Existing Nomination: Please use <u>Form SH-14</u></li> <li>Cancellation of Existing Nomination and opting out: use <u>Form SH-14 &amp; Form ISR – 3</u></li> </ul>

\*\* Nomination (Form SH-13 or SH-14) / 'Declaration to Opt-Out of nomination' (Form ISR – 3), has to be furnished by the holder(s) separately for each listed company.

(Page 6 & 7 is for information to investors; print out of the same is not required)

## **Objection Memo that can be raised by the RTA**

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

## Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	'Exemptions/clarifications to PAN', as provided in clause D to 'Instructions/Check List for Filing KYC Forms' in Annexure – 1 to <u>SEBI circular No. MIRSD/SE/Cir-</u> <u>21/2011 dated October 05, 2011</u> on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<ul> <li>Option A</li> <li>i. Security holder shall provide the following documents: <ul> <li>(a) Original cancelled cheque with name of the security holder printed on it; or</li> <li>(b) Self-attested copy of Bank Passbook/Bank Statement;</li> </ul> </li> <li>and <ul> <li>ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2</li> </ul> </li> <li>Option B <ul> <li>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos.1-4 of Annexure – E of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</li> </ul></li></ul>
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names;

		<ul> <li>Unique Identification Number (UID) (Aadhaar)</li> <li>Valid Passport</li> <li>Driving license in Smart Card form, Book form or copy of digital form</li> <li>Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</li> <li>PAN card with photograph</li> <li>Marriage certificate</li> <li>Divorce decree</li> </ul>
5	Present address of the holder is not matching with the address available in the folio	record available with the RTA, the request for change in

(Page 6 & 7 is for information to investors; print out of the same is not required)

# Form ISR – 2

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

1. Bank	Name and Branch						
Postal Phone	contact details Address number address						
3. Bank /	Account number						
4. Accou	nt opening date						
5. Accou	nt holder(s) name(	s)		1)			
				2)			
				3)			
6. Latest	photograph of the	account ho	older(s)	<u> </u>			
	<b></b>				-		1
	1 <sup>st</sup> Holder		2 <sup>nd</sup> H	older		3 <sup>rd</sup> Holder	
				•	]		]
7. Accou	nt holder(s) details	ac nor Pan	k Pocorda				
	dress	as per barr	K RECOLUS				
	one number						
<u>.</u>	nail address gnature(s)						
	gilature(s)					[	
1)		2)			3)		
Signature verified as recorded with the Bank				h the Bank			
		(Signature)					
Place:		Name of the	e Bank M	anager			
		Employee Code					
Date:		E-mail address					

#### Confirmation of Signature of securities holder by the Banker

## Form No. SH-13

#### **Nomination Form**

#### [Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the Companies (Share Capital and Debentures) Rules 20147

То

Name of the company:

Address of the company:

I/We ..... the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of	Folio No.	No. of	Certificate	Distinctive
securities		securities	No.	No.

## (2) PARTICULARS OF NOMINEE/S -

(a) Name:

- (b) Date of Birth:
- (c) Father's/Mother's/Spouse's name:
- (d) Occupation:
- (e) Nationality:
- (f) Address:

(g) E-mail id:		
(h) Relationship with th	ne security holder:	
(3) IN CASE NOMINEE IS A	MINOR	
(a) Date of birth:		
(b) Date of attaining m	ajority	
(c) Name of guardian:		
(d) Address of guardia	an:	
	Name:	
	Address:	
Name of the Security		
Holder (s)	Signature	Witness with
		name and address

# Form ISR - 3

## Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)]

Name of the Company : Registered Address of the Company:

I / we ..... the holder(s) of the securities particulars of which are given hereunder, <u>do not wish to nominate</u> any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of	Folio No.	No. of	Certificate	Distinctive
Securities		Securities	No.	No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s) \* Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

## Form No. SH-14

### **Cancellation or Variation of Nomination**

### [Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

Name of the company:

I/We hereby cancel the nomination(s) made by me/us in favor of.....(name and address of the nominee) in respect of the below mentioned securities.

or

I/We hereby nominate the following person in place of ...... as nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

 PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied )

Nature of	Folio No.	No. of	Certificate	Distinctive
securities		securities	No.	No.

(2) (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mail id:

vii. Relationship with the Security holder:				
(b) IN CASE NEW NOMINEE IS A MINOR				
i. Date of Birth:				
ii. Date of attaining majority				
iii. Name of guardian:				
iv. Address of guardian:				
Signature				
Name of the Security				
Holder (s)				
Witness with name and address				