

### HATSUN AGRO PRODUCT LIMITED

No.41 (49), Janakiram Colony Main Road, Janakiram Colony, Arumbakkam, Chennai - 600106 CIN - L15499TN1986PLC012747, Tel.+91-44-43659999, Fax: +91-44-43659998

E-mail:secretarial@hap.in, Website: www.hap.in

REMINDER

Date:

REF: HAT / KYC UPDATION REMINDER / SLNO: / 2023

NAME 1 ADD\_1 ADD\_2 ADD\_3 CITY-PIN

Ref: Mandatory furnishing of PAN, KYC and Nomination details by holders of Physical Securities as per SEBI Circular dated March 16, 2023

Dear Shareholder.

Folio No:

Number of Shares:

Name\_1: Name 2: Name 3:

As you may be aware, SEBI vide its Circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI Circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021 read with SEBI/HO/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, has mandated investors holding securities in physical mode of listed companies to furnish below details:

- Valid PAN including that of joint shareholders duly linked with Aadhaar
- Nomination (If shares are held in single name) 2
- 3. Postal Address with Pin code, Email ID and Mobile Number
- Bank Account details (Bank Name, Branch, Bank Account No, IFSC Code and MICR code) 4
- 5. Specimen Signature

As informed earlier vide our letter, any service requests or complaints received from the shareholder(s) / claimant(s) will not be processed by our Registrars and Share Transfer Agent until PAN, KYC and Nomination documents/details are received in compliance with the SEBI circular.

It may be noted that:-

- The investors holding listed securities in physical mode are required to furnish all the above-mentioned details immediately, failing which all such physical folios shall stand frozen with effect from October 1, 2023.
- Also, where valid PAN (linked with Aadhaar) is not registered, such Folios shall stand frozen with effect from October 1, 2023.

The securities pertaining to investors which are in the frozen folios shall be eligible for dividend amount only through electronic mode upon complying with the above-mentioned requirements as prescribed vide SEBI circulars mentioned in the foregoing paragraph. We observe from our records that you are holding shares in physical form. In order to keep your portfolio in active status as prescribed under the SEBI Circular, you are requested to send us duly completed forms immediately enclosing self-attested proofs as mentioned below along with the respective forms, with date of attestation.

SI.	Purpose	Form No.
No.		
1.	Request to register PAN, KYC details or changes/ updation thereof	Form ISR-1
	(PAN and Aadhaar/other address proof needs to be self attested by all the shareholders with date)	
2.	Specimen Signature in form ISR-2 with a cancelled cheque leaf or Bank pass book attested by the Bank	Form ISR-2
3.	Registration of Nomination	Form SH-13
4.	Declaration Form for Opting-out of Nomination	Form ISR -3
5.	Cancellation or Variation of Nomination	Form SH-14

Kindly send the documents to the address of RTA, given below:

**Integrated Registry Management Services Private Limited** 

**Unit: HATSUN AGRO PRODUCT LIMITED** 

No.30, Ramana Residency, 4th Cross, Sampige Road, Malleswaram, Bengaluru 560003.

Phone Number: 080-23460815 to 818; Email: gopi@integratedindia.in

The securities held in physical form which stand frozen till December 31, 2025, shall be referred by RTA / the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act,

We request you to dematerialize your shares with your Depository Participant at the earliest as prescribed by SEBI.

Thanking you. For HATSUN AGRO PRODUCT LIMITED G. SOMASUNDARAM (Company Secretary and Compliance Officer)

Encl: Form ISR-1, Form ISR-2, Form SH-13, Form ISR-3 and Form SH-14

# Form ISR - 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 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: \_\_\_\_/\_\_\_

1	PAN		Bank details	Signature
	Mobile numbe	·r	E-mail ID	Address
	Security Details:			
Nan	me of the Issuer Cor	mpany		Folio No.:
	ne(s) of the Securit		1.	
as p	per the Certificate(s	)	2.	
			3.	
-	mber & Face urities	value of		
	tinctive number of s stional)	securities	From	То
	I / We are submitti instructions):	ing docume	nts as per Table below (tick	✓ as relevant, refer to the
		ing docume	nts as per Table below (tick Instruct Rema	tion /
i ✓	instructions):  Document / Information		Instruct	tion /
i ✓	instructions):  Document / Information / Details		Instruct	tion /
i ✓	Document / Information / Details AN of (all) the (join) PAN –		Instruct	tion /
i ✓	instructions):  Document / Information / Details  AN of (all) the (join PAN – Sole/First Holder  Joint Holder-1  Joint Holder -2		Instruct	tion /
i ✓	Document / Information / Details  AN of (all) the (join  PAN — Sole/First Holder  Joint Holder-1  Joint Holder -2 Whether it is Valid (linked to Aadhaar):  Yes □No	t) holder(s)	Instruct Rema	Aadhaar by March 31, 2022*
i ✓	instructions):  Document / Information / Details  AN of (all) the (join PAN – Sole/First Holder  Joint Holder-1  Joint Holder -2 Whether it is Valid (linked to Aadhaar):	t) holder(s)  PAN shall be For Exempt	Instruct Rema	tion / arks

	3		Proof of Address of the	<u> </u>	ocuments, only if there is change i List ( <b>CML</b> ) of your Demat Account,					
			first holder	Valid Passport/	ssport/ Registered Lease or Sale Agreement of Residence / Driving					
				License / Flat M	laintenance bill.					
				Utility bills like	Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more					
				than 3 months (	old. document with address, issued by	any of the following:				
				Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.  For FII / sub account, Power of Attorney given by FII / sub-account to the						
			'	Custodians (wh	Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.					
					ddress in the name of the spouse					
	4		Bank details							
		$\cup$			:					
				Bank Name:						
				Provide the follow						
				original cancelled	I cheque with name of security ho	lder printed on it <i>or</i> <u>Bank</u>				
					Statement attested by the Bank	<b>‡</b>				
	5		E-mail Address		#					
	6		Mobile		#	•				
	* or	any	date as may be sp	ecified by the CBDT (DP: Depository Participant)						
Δ			•		le in the CML will be updated in tho odate the above PAN and KYC deta (use Senarate, Anney)	-				
					t is not applicable).	ne ij extra space is reganica;				
D	ecla	ratio	n: All the above fa Holder1	icts stated are true	and correct.  Holder 2	Holder 3				
Signat	ure		noider1		noider Z	noider 3				
Name										
Full ac	ddre	SS								
PIN										
					<u> </u>	Form ISR -1 Page 2 of				

### Mode of submission of documents to the RTA

Please use any one of the following mode;

- 1. In Person Verification (**IPV**): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
- 2. In hard copy: by furnishing self-attested photocopy(ies) of the relevant document, with date
- 3. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
- 4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

#### Note

Specimen

Signature

- It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).
- Upon receipt or up-dation of bank details, the RTA will automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.
- RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.

Provide banker's attestation of the signature of the holder(s) as per Form ISR —

2 in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated

- RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / updating / changing PAN, KYC details and Nomination.
- November 03, 2021) and

  original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank

  Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR-3, in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/ CIR/2021/655 dated November 03, 2021

  Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655

  Cancellation of Existing Nomination: use Form SH-14 & Form ISR 3

(Page 3 & 4 is for information to investors; print out of the same is not required)

<sup>\*\*</sup> 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.

# 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	ltem	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 SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 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>Banker's attestation of the signature of the holder(s) as per Form ISR - 2</li> <li>Original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank</li> </ul>
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names;  Unique Identification Number (UID) (Aadhaar)  Valid Passport  Driving license  PAN card with photograph  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  Marriage certificate  Divorce decree
5	Present address of the holder is not matching with the address available in the folio	RTA shall issue intimation to both the old and new addresses.  In case where the letter is undelivered at the old address, RTA shall not insist for any proof of the old address provided the current address proof is in the form of an address proof issued by a Government Authority.  The above procedure will be applicable for request for change in address of the holder also

(Page 3 & 4 is for information to investors; print out of the same is not required)

# Form ISR - 2

(see circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

# Confirmation of Signature of securities holder by the Banker

1. Ba	ank Nam	ne and Branch						
2. Baı	nk cont	act details						
	Postal Address							
1	one nur							
E-n	nail add	lress						
2 D.	-1 ^	-11						
3. Baı	nk Acco	unt number						
1 10	count o	noning data						
4. Acc	count o	pening date						
Ε Λ.	count h	older(s) name(s)			1)			
J. AU	count n	oluei (s) Hairie(s)			1)			
					2)			
					-1			
					3)			
6. Lat	test pho	tograph of the a	count h	older(s)	·			
	Г		٦			1		]
		1st Holder		and T			3 <sup>rd</sup> Holder	
		1 Holder		2 <sup>nd</sup> H	older		3 <sup>rd</sup> Holder	
	L							
					T			
<b>;</b>		older(s) details as	s per Bar	ik Records	S			
a)	Addre	SS						
h)	Phone	number						
c)		address						
d)	Signat							
1)			2)			3)		
					Signatur	e verified	d as recorded with	h the Bank
Seal of the Bank								
		······						
			gnature)					
Place:				e Bank M	anager			
		······································	nployee (					
Date:	Date: E-mail address							

# Form No. SH – 13 Nomination Form

[Pursuant to Section 72 of the Companies Act 2013 and rule 19(1) of the Companies Act (Share Capital and Debentures) Rules 2014]

То				
Name of the Company:				
Address of the Company	<b>/:</b>			
I / We	ler wish to m	ake nomination and		ne Securities particulars of te the following persons in
whom shall vest, all the r				
			•	
(1) PARTICULARS O	F THE SECURI	TIES (in respect of w	hich nomination is	being made)
Nature of Securities	Folio No	No of Securities	Certificate No	Distinctive Nos.
(2) PARTICULARS O	FNOMINEE			
(a) Name				
(b) Date of Birth				
(c) Father's / Mo	other's / Spou	use Name		
(d) Occupation				
(e) Nationality				
(f) Address				

	(g)	Email Id	
	(h)	Relationship with the Security holder	
(3)	IN (	CASE NOMINEE IS A MINOR	
	(a)	Date of Birth	
	(b)	Date of attaining majority	
	(c)	Name of Guardian	
	(d)	Address of Guardian	
(4)		RTICULARS OF NOMINIEE IN CASE MINOF	R NOMINEE DIES BEFORE ATTAINING AGE O
	(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 security holder	
	(i)	Relationship with minor nominee	
			Name
			Address

Name	of the Security Holder(s)						
	Signature of the Security Holder (s)						
Witnes	Witness with name and address						
	Signature of the Witness						
Instruc	<u>ctions:</u>						
1)	Nomination can be made by individuals only, holding share on their own behalf						
2)	Transfer of shares in favour of a Nominee shall be valid discharge by the Company against the legal heir.						
3)	Nomination stand rescinded upon transfer of shares.						
4)	Nomination forms shall be submitted in duplicate. Duplicate copy of the same will be returned to you for your records after nomination is registered by the Company.						

# Form ISR - 3

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

(seeSEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 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)]

Registered Address of the Company :  I / we the holder(sof the securities particulars of which are given hereunder, do not wish to nominate any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.	Name of the Company	:
of the securities particulars of which are given hereunder, do not wish to nominate any person(s) in whom shall vest, all the rights in respect of such securities in the	Registered Address of the Company	:
of the securities particulars of which are given hereunder, do not wish to nominate any person(s) in whom shall vest, all the rights in respect of such securities in the		
of the securities particulars of which are given hereunder, do not wish to nominate any person(s) in whom shall vest, all the rights in respect of such securities in the		
	of the securities particulars of which an any person(s) in whom shall vest, all the	•

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

Nature of	Folio No.	No. of	Certificate No.	Distincti	ve Nos.
Securities		Securities		From	То

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) Signature(s)		
Sole / First Holder Name			
Second Holder Name			
Third Holder Name			
Name and Address of Witness	Signature		

# <u>Form No. SH – 14</u> <u>Cancellation or Variation of Nomination</u>

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

					(onale capital			,	
То									
Na	me c	of the C	Company:						
Ad	dres	s of the	e Company	<i>r</i> :					
I	/	We	hereby	cancel t	the nominat			ne/us in fav of the nominee) i	our o
of:	such	securit	ties in the 6	event of my /	our death.	(IIaII	ie and address o	r the nominee, i	птезрес
	(1)	PΔRTI	CI II ARS OI	F THE SECUR	ITIFS (in resner	t of which	n nomination is l	peing cancelled /	varied)
				1					
Na	ture	ot Se	curities	Folio No	No of Secur	ities   Ce	ertificate No	Distinctive No	s.
	(2)	PARTI	CULARS OI	F THE NEW N	IOMINEE				
		(a) Na	ame						
		(b) Da	ate of Birth						
		(c) Fa	ither's / Mo	other's / Spo	use Name				
		(d) O	ccupation						
		(e) Na	ationality						
		(f) Ac	ddress						

	(g)	Email Id	
	(h)	Relationship with the Security holder	
(3)	IN (	CASE NOMINEE IS A MINOR	
	(a)	Date of Birth	
	(b)	Date of attaining majority	
	(c)	Name of Guardian	
	(d)	Address of Guardian	
(4)		RTICULARS OF NOMINIEE IN CASE MINOR JORITY	NOMINEE DIES BEFORE ATTAINING AGE OF
	(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 security holder	
	(i)	Relationship with minor nominee	
		ı	Name
			Address

Name of the Security Holder(s)			
	Signature of the Security Holder (s)		
Witness with name and address			
	Signature of the Witness		
Instructions:			
1)	Nomination can be made by individuals only, holding share on their own behalf		
2)	2) Transfer of shares in favour of a Nominee shall be valid discharge by the Company against the legal heir.		
3)	3) Nomination stand rescinded upon transfer of shares.		
4)	Nomination forms shall be submitted in duplicate. Duplicate copy of the same will be returned to you for your records after nomination is registered by the Company.		