

# MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028; Website: www.morepen.com

Regd. Off: Morepen Village, Nalagarh Road, Near Baddi, Distt. Solan, H.P.- 173 205;

Tel No.: +91-01795-276201-03; Fax No.: +91-01795-276204

Corp. Off: 2<sup>nd</sup> Floor, Tower C, DLF Cyber Park, Udyog Vihar-III, Sector-20, Gurugram, Haryana-122016

Tel No.: +91-124-4892000; E-mail id: investors@morepen.com;

FOLIO NO.....

Date: 15/05/2023

NAME.....

ADDRESS.....

FOLIO NO:- .....

Dear Shareholder,

Sub.: Request for furnishing PAN, KYC, nomination and Bank details

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

We draw your attention to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 03<sup>rd</sup> November, 2021 and further clarification vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14<sup>th</sup> December, 2021, wherein it was directed by the SEBI to mandatorily update the PAN, KYC, Nomination details, Bank details, Contact details and Specimen Signature of all the Shareholders holding Shares in physical form and compulsory linking of PAN with Aadhaar on or before 1<sup>st</sup> April, 2023. The SEBI has issued another circular for extension of time on above, vide Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March 2023, in supersession of above mentioned circulars, whereby all shareholders are instructed to complete their KYC as detailed in letter below on or before 30<sup>th</sup> September, 2023. The said circular is available on the website of the Company under Investor section and on the website of the SEBI.

In terms of above-mentioned circular (SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37) dated 16<sup>th</sup> March, 2023, the SEBI has mandated the following:

- furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- ensuring linking of PAN to Aadhaar by 30<sup>th</sup> June, 2023 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of folio.
- any grievance or service request shall be entertained by the RTA only upon furnishing the PAN, nomination, bank details, contact details and specimen signature.

Please provide detail which is not available with us and if you require any change kindly submit the specified form as tabulated below for necessary update in your folio with the Company's Registrar and Transfer Agent (RTA) - MAS Services Limited, T-34, 2<sup>nd</sup> floor, Okhla Industrial Area, Phase- II, New Delhi - 110020 or email at [investor@masserv.com](mailto:investor@masserv.com); or contact at 011-26387281-82-83

Please find below details as registered with RTA

PAN- 1 <sup>st</sup> Shareholder	PAN- 2 <sup>nd</sup> Shareholder	PAN- 3 <sup>rd</sup> Shareholder

Registered Details of 1<sup>st</sup> Shareholder

Email id :-		
Bank Account Number:-	Bank MICR	
IFSC Code:-	Mobile No.	
Nominee Name:-		

A communication had been sent to you earlier requesting submission of documents/ details in this regard. We observe from our records that you have not furnished these mandatory documents/details. We request you to furnish the documents/details pursuant to above circular, as per the aforesaid table, to MAS Services Limited (RTA), on receipt of this letter on an urgent basis.

The shareholders holding shares in physical mode are requested to follow the Procedure/ Instructions as notified by SEBI with regard to updation of PAN, KYC details, Nomination immediately in the specified forms as given below and can be downloaded from the website of the Company at <https://www.morepen.com/investors> or RTA at <https://www.masserv.com/downloads.asp>.

Sr. No.	Details to be updated or incorporated	Document required	Form required
1.	PAN(S) (including of joint holder)	Self-attested copy of pan card (please make sure PAN to be linked with aadhar before 30 <sup>th</sup> June, 2023)	ISR-1
2.	Change of address	<b>Copy of any one:</b> 1. Valid Passport, 2. Registered Lease or Sale Agreement of Residence, 3. Driving License, 4. Flat Maintenance bill, 5. Utility bills like Telephone bill (only land line) Electricity bill or Gas bill (not more than 3 months old), 6. Id card/ document with address issued by any of the following : (Central/State Government and its departments, 7. The Proof of Address in the name of the spouse, 8. Client Master List provided by Depository Participant.	ISR-1
3.	Email id	Mention e-mail id in ISR-1	ISR-1
4.	Mobile Number	Mention mobile number in ISR-1	ISR-1
5.	Bank detail	Original cancelled cheque (shareholder name printed on it)	ISR-1
6.	Confirmation of Signatures	Original Cancelled cheque (shareholder name printed on it) and signature attested by bank on ISR-2	ISR-2 & ISR-1
7.	Incorporation of Nomination	Details of nominee in SH-13	SH-13
8.	Change of Nomination	Details of new nominee in SH-14	SH-14
9.	Removal/declaration to opt-out of nomination	Declaration in ISR-3	ISR-3

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, at the earliest:

**MAS Services Limited**  
T-34, 2nd Floor, Okhla Industrial Area, Phase - II, New Delhi - 110020  
Ph.: 011-26387281-82-83  
Website:-www.masserv.com; Email:-investor@masserv.com

The duly scanned & signed copies of the complete documents may also be e-mailed through your registered email id to the RTA at the e-mail id [investor@masserv.com](mailto:investor@masserv.com).

**Kindly note that non - updation of PAN, KYC and Nomination details will result in freezing of folios:**

- Folios wherein any of the said document / details are not available **on or after 1<sup>st</sup> October, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA.
- Further, effective from **1<sup>st</sup> April, 2024**, you will not be eligible for receiving dividend, interest or redemption payment in physical mode, these payments shall be processed only through electronic mode.
- After 31<sup>st</sup> December, 2025**, 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.

At the later stage, the RTA shall revert the frozen folios to normal status upon receipt of all the documents/details.

You may get in touch with our RTA for any queries or assistance in this regard.

Thanking you,

Yours faithfully,

For Morepen Laboratories Limited

Sd/-  
Vipul Kumar Srivastava  
Company Secretary and Compliance Officer