

FIEM INDUSTRIES LIMITED

Regd. Office: D-34, DSIDC Packaging Complex, Kirti Nagar, New Delhi-110015
Tel.: 011-25927820 / 25927919, Fax: +91 - 11 – 25927740, CIN: L36999DL1989PLC034928

To: XXXXXXX

Date XX XX XXXX

Folio No.	FIRST SHAREHOLDER	SHARES	JOINT HOLDER-1	JOINT HOLDER-2	JOINT HOLDER-3

Sub: Request to furnish PAN & KYC details and registration of nomination in the Folio of the Physical share certificate holders

Ref: SEBI Circular (SEBI/ HO/ MIRSD/MIRSD_RTAMB/P/CIR/2021/655) dated Nov 3, 2021 and subsequent clarifications released in this regard.

Dear First Shareholder,

We noted that in above Physical Folios, **PAN, KYC Details and Nomination** details are not updated. As per above SEBI Circular, updation of your PAN, KYC and Nomination details are mandatorily to be completed.

Hence, in compliance of above SEBI Circular, kindly update your PAN, KYC and Nomination details at earliest. We have enclosed the Forms **ISR-1, ISR-2, and (Form SH-13, ISR-3** for single holder folio Nomination) with this Letter. In case of single shareholder Folio, Nomination is must and either Form **SH-13** or **ISR-3** need to be submitted for that Folio only. Kindly carefully read the **Instructions** of respective Form while filling the Form and submitting the Supporting Documents.

Following details are must to update:

- | | |
|----------------------|--|
| a) First Shareholder | (i) PAN (ii) Postal Address (iii) Email ID (iv) Mobile No. (v) Bank A/c (vi) Signature |
| b) Each Joint Holder | (i) PAN (ii) Signature |

Please note that **Form ISR-1, ISR-2, ISR-3, SH-13, SH-14 and other information are also available at:**

- Company's website at www.fiemindustries.com-> Investor-> Download Forms
- website of RTA <https://www.linkintime.co.in> -> Resources-> Downloads-> General-> Formats for KYC

Please also note the following important information:

- All shareholder to ensure that his/her PAN is linked to Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of his / her folio.
- Wherein any one of the aforesaid document/ details are not available on or after April 01, 2023 the folio shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and shall not be eligible for receipt of dividend in physical mode.
- On or after December 31, 2025, the frozen folio(s) 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
- The securities in the frozen folios shall be:**
 - Eligible to lodge any grievance or avail service / request from the RTA only after furnishing the complete documents / details as aforesaid.
 - Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.

Kindly send duly filled Forms alongwith **self attested and dated supporting documents** in Original at our Registered Office or Corporate Office address mentioned in the Letter.

Please feel free to contact for any clarification or information at the office of Company Secretary.

For Fiem Industries Ltd.

Sd/-

Arvind K. Chuahan, Company Secretary

Encls: A/a