

_____, 2021

Dear Shareholder(s),

RE: UPDATION OF PAN, KYC, NOMINATION, BANK DETAILS etc.

This is with reference to the SEBI circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3.11.2021 vide which SEBI has directed that the Listed Companies and their Registrar and Share Transfer Agents (RTA) to collect requisite documents for mandatory updating of PAN, KYC details, Nomination details of all shareholders holding shares in physical form and also compulsory linking of PAN and Aadhar by all shareholders.

In this connection it may please be noted that unless the shareholders furnish such KYC details within 31.03.2023, their folios will be frozen by the RTA as per the directive of SEBI and no service request received from the shareholders can be entertained by the Company/RTA. Therefore, in order to avoid freezing of his/her folios, all the shareholders are requested to comply with the following procedure:

- (1) First link your PAN with Aadhar and thereafter update the valid PAN with RTA (In form ISR-1) of our Company latest by 31st March, 2022.
- (2) Update your KYC details (in Form ISR-1) and Nomination details (in SH-13) with our RTA latest by 31st March, 2023.
- (3) **Declaration to Opt-out** : In case of any share holder(s), do not wish to nominate any person(s) in the event of his/her death, he/she shall file Declaration to Opt-out', in Form ISR-3 with our RTA.
- (4) Submit SH-14 to change/cancel in the nomination. In case of cancellation of nomination by the holder(s) through Form SH- 14, then 'Declaration to Opt-out' shall be provided by the holder(s) to our RTA.
- (5) Submit Bank Account details (Name of Bank with Branch address, account number, IFS Code) to our RTA.

Please also provide your Email Id and Phone No. to our RTA for records as well as for receiving communications by Electronic means.

Please note the following contact details of our RTA to enable you to submit your PAN/KYC/Nomination/Bank details etc.:

MCS Share Transfer Agents Limited,
Unit: Singer India Limited
F-65, 1st Floor, Okhla Industrial Area, Phase 1,
Delhi - 110020
Email Id: admin@mcsregistrars.com; helpdeskdelhi@mcsregistrars.com
Phone No. 011-41406149-52

Thanking you,

Yours faithfully

For Singer India Limited

Company Secretary