

MUNJAL SHOWA LIMITED

Registered Office & Works : 9-11, Maruti Industrial Area, Sector - 18, Gurugram - 122 015 (Haryana) INDIA
E-mail : msladmin@munjalshowa.net Website : www.munjalshowa.net
Corporate Identity Number : L34101HR1985PLC020934, PAN : AAACM0070D
Phone : 0124-4783000 Fax : 0124-2341359

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, Bank details, Contact details and specimen signature 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, 2023. **A copy of Form ISR-1 is enclosed herewith. The same is also available on the website of the Company.**
2. Update your KYC details (in Form ISR-1) and Nomination details (in SH-13) with our RTA latest by 31st March, 2023. **Copies of Form ISR-1 and Form SH-13 are enclosed herewith. The same are also available on the website of the Company.**
3. If you want to register/update your Signature in the Company/RTA records, submit Form ISR-2 duly verified by your Banker. **A copy of Form ISR-2 is enclosed herewith. The same is also available on the website of the Company.**
4. In case you do not wish to nominate any person(s) with whom shall vest, all rights in respect of such shares in the event of his/her death, you are requested to file 'Declaration to Opt-out' in Form ISR-3 with our RTA. **A copy of Form ISR-3 is enclosed herewith. The same is also available on the website of the Company.**
5. **If you want to change/cancel the existing nomination, then Submit:**
 - a) **Form SH-14** for to change in the nomination details.
 - b) **Form SH-14 and Declaration to Opt-out (ISR-3)** for cancellation of existing nomination,

Copies of Form SH-14 & ISR-3 are attached. The same are also available on the website of the Company.

6. Submit Bank Account details (Name of Bank with Branch address, account number, IFS Code) to our RTA.
7. Submit Contact Details i.e. Email Address and Mobile Number to our RTA.

You are requested to kindly update your Email Id and Phone No. to our RTA for records as well as for receiving communications by electronic means.

MUNJAL SHOWA LIMITED

Registered Office & Works : 9-11, Maruti Industrial Area, Sector - 18, Gurugram - 122 015 (Haryana) INDIA
E-mail : msladmin@munjalshowa.net Website : www.munjalshowa.net
Corporate Identity Number : L34101HR1985PLC020934, PAN : AAACM0070D
Phone : 0124-4783000 Fax : 0124-2341359

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

MCS Share Transfer Agents Limited,
Unit: Munjal Showa Limited
F-65, 1st Floor, Okhla Industrial Area,
Phase 1, Delhi - 110020
Email Id: helpdeskdelhi@mcsregistrars.com
Phone No: 011-41406149-52, Fax No: 011-41709881

Thanking you,

Yours faithfully

For Munjal Showa Limited

Sd/-

Neha Bansal

Company Secretary & Compliance Officer

Encl.: 1) Form ISR - 1
 2) Form ISR - 2
 3) Form ISR - 3
 4) Form SH - 13
 5) Form SH - 14