



SHETRON LIMITED
THE NAME BEHIND THE NAMES

**REGD OFFICE: PLOT NO 1, BOMMASANDRA INDUSTRIAL AREA,
HOSUR ROAD, BANGALORE – 560 099
TEL: +91 80 27832290/92; FAX: +91 80 27832293
E-MAIL: investors@shetrongroup.com, WEBSITE: www.shetrongroup.com
CIN: L21014KA1980PLC003842**

Date: 10-01-2022

**NAME_1:
ADDRESS:**

Jt1:

Jt2:

Dear Shareholder

**Folio No:
No. of Shares:**

Ref: **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**

Sub: **Documents required from Investors holding shares in Physical mode**

We are in receipt of aforesaid circular from SEBI on Common and Simplified Norms for processing investor's service request by Registrar and Transfer Agent (RTA) and norms for furnishing PAN, KYC details and Nomination. Pursuant to circular, we are requesting to Investors holding shares in physical mode, to furnish the following mandatory documents to our RTA:

- 1) Valid PAN including of Joint Shareholders duly linked with Aadhaar and KYC details.
- 2) Nomination (If shares are held in single name) with Specimen Signature and self attested Pan/Aadhaar card copy of Nominee.
- 3) Postal Address with Pin code, Email id and Mobile Number
- 4) Bank Account details (Bank Name, Branch, Bank Account No, IFSC Code and MICR code) with Cancelled Cheque leaf.

Investors holding shares in physical mode are required to furnish all above details immediately from the date of issue of aforesaid SEBI Circular, failing which all such physical folios shall stand frozen with effect from April 1, 2023, by the RTA of the Company. Where valid PAN (linked with Aadhaar) is/are not valid/registered as on the notified cut-off date of March 31,2022 or any other date as may be specified by the Central Board of Direct Taxes (CBDT), such Folios shall stand frozen with effect from April 1,2022. Investors shall be eligible for dividend amount only through electronic mode upon complying above stated requirements.

Since, you are holding shares in physical form, and to keep your portfolio in active status, you are requested to send us duly completed attached forms immediately by enclosing self-attested proofs as mentioned over there in the respective forms, with date of attestation.

Sl. No.	Purpose	Form No.
1.	Request for registering PAN, KYC details or changes/ updation thereof	Form ISR-1
2.	Specimen Signature	Form ISR-2
3.	Registration of Nomination	Form SH-13
4.	Declaration Form for Opting-out of Nomination – Download from https://www.integratedindia.in/Corporate_Container.aspx?RTI/STA	Form ISR -3
5.	Cancellation or Variation of Nomination – Download from https://www.integratedindia.in/Corporate_Container.aspx?RTI/STA	Form SH-14

Further also take a note that Securities held in physical form which stand frozen till 31-12-2025, shall be referred by RTA and the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

Kindly send documents to Registrar & Share Transfer Agents address given below:

Integrated Registry Management Services Private Limited
No.30, Ramana Residency, 4th Cross, Sampige Road
Malleswaram, Bengaluru – 560003
Phone Number: 080-23460815 to 818

Thanking you,
For Shetron Limited
S/D
Jagruti Mursenia
Company Secretary

Encl: Copies of Forms ISR-1, ISR-2 & SH-13