

TCFC FINANCE LIMITED

CIN:L65990MH1990PLC057923

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To,
Folio No.
Shareholder Name
Address

Subject:- Request for Updating the KYC details as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 03, 2021

Dear Investor,

We refer to the above circular issued by SEBI that mandates all the listed companies to record the PAN, Nomination, KYC Details of all the shareholders and Bank Account details of first holder.

The salient features and requirements of the circular are as follows:

- A) **Non – updation of KYC - Folios:** wherein any ONE of the cited details/documents (i.e PAN, Bank Details, Nomination) are not available on or after April 01, 2023, shall be frozen as per SEBI circular.

Notes:

1) The securities in the frozen folios shall be:

- Eligible to lodge any grievance or avail service request from the RTA/Company only after furnishing the completed / details as aforesaid.
- Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.

2) a) The relevant formats for Nomination and Updation of KYC details viz: ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on the company's website-www.tcfcfinance.com

2b) Original cancelled cheque leaf bearing the name of the first holder failing which copy of bank passbook / statement attested by the bank which is mandatory for registering the new bank details.

- B) **Mandatory Linkage of PAN with Aadhar:** As per the Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhar number by March 31, 2022. Security holders who are yet to link the PAN with Aadhar numbers are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, The Company shall accept only valid PANs and the ones which are linked to the Aadhar number. The folios in which PAN is / are not valid as on the notified cut-off date of **March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.**

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

Investors shall submit form ISR-1 for updating PAN and other KYC details.

In case of mismatch of signature or no signature with RTA/Company, the investor shall furnish original cancelled cheque and banker's attestation of the signature as per form ISR-2.

Investors shall mandatorily register nominations with RTA/Company and use form SH-13 and SH-14 for declaration of nomination and change in nomination respectively. However, in case investor wants to opt-out of nomination, form ISR-3 shall be filed.

Investors are requested to ensure the above details are updated with RTA/Company before April 1, 2023, since folios for which the above details are not available thereafter shall be frozen.

Form	Description
Form ISR-1	Request For Registering Pan, KYC Details Or Changes / Updating Thereof (enclosed)
Form ISR-2	Confirmation of Signature of securities holder by the Banker (enclosed)
Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies (enclosed)
Form SH-13	Declaration of Nomination (enclosed)
Form SH-14	Change in Nomination (enclosed)

Thanking You

Yours Faithfully

For TCFC FINANCE LIMITED

SD/-

KINJAL SHETH

Company Secretary & Compliance Officer

This is a computer-generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.