

ASSAM ENTRADE LIMITED

CIN:L20219WB1985PLC096557

Registered Office: 16, TARA CHAND DUTTA STREET 2ND FLOOR KOLKATA WB 700073 IN, Tel. No.: +91 (033) 22343520

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Website: www.assamentrade.com

Ref.:

Date: 24.02.2023

To
The Shareholder
Name:
Address:

Dear Shareholder,

Folio No.-

Sub: Furnishing of PAN, KYC details and Nomination by holders of Physical securities and norms for processing Investor's service request by RTA's.

SEBI vide its circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 has introduced common and simplified norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination.

All holders of physical securities of the Company are mandatorily required to furnish the following documents / details to the RTA i.e. ABS Consultant Private Limited("RTA"):

- a. Valid PAN and Aadhar Self Certified
- b. Nomination / Declaration to opt-out of Nomination
- c. Contact Details i.e., (Postal Address with Pin Code, Email ID and Mobile Number)
- d. Bank Account details i.e., (Bank Name, Branch, Account Number and IFSC Code)
- e. Specimen Signature
- f. Demat Account details

Investors shall submit Form ISR-1 to RTA for updating PAN and other KYC details.

In case of mismatch in the signature of the holder in the records of RTA, the shareholder shall furnish original cancelled cheque and banker's attestation of the signature as per Form ISR-2.

Shareholder shall use Form SH-13 and Form SH-14 for declaration of nomination and change in nomination respectively. However, in case nominee wants to opt-out of nomination, form ISR-3 shall be filed.

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

Shareholders are also requested to furnish/update valid PAN i.e., to ensure Valid PAN it has to be linked with Aadhar to the RTA. As with respect to the folios in which PAN is/are not valid as on cut-off date of March 31, 2022 or any other date to be notified in this regard, shall also be frozen by RTA.

Shareholders are therefore, requested to download the abovementioned forms and SEBI Circular from the website of our RTA

<http://www.absconsultant.in/downloads.htm>

Kind Regards,
For ASSAM ENTRADE LIMITED

Sd/-
Anuj Gupta
Company Secretary
(A65273)

CONTACT DETAILS OF RTA

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