

Form ISR – 1

(SEBI 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 request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date:

The Secretary
Rajapalayam Mills Limited
Rajapalayam Mills Premises
Post Box No.1, P.A.C. Ramasamy Raja Salai
Rajapalayam – 626117.

Dear Sir,

A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

<input type="checkbox"/>	PAN	<input type="checkbox"/>	Postal Address
<input type="checkbox"/>	Bank details	<input type="checkbox"/>	E-mail address
<input type="checkbox"/>	Signature	<input type="checkbox"/>	Mobile number
<input type="checkbox"/>	Demat Account details	<input type="checkbox"/>	

B. Security Details:

Name of the Issuer Company	RAJAPALAYAM MILLS LIMITED	Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number of securities		
Face value of securities		
Distinctive number of securities	From	To

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓ Document / Information / Details	Instruction / Remark																				
1		PAN of (all) the (joint) holder(s)																				
	PAN – Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" data-bbox="581 449 1369 527"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>PAN shall be valid only if it is linked to Aadhaar by March 31, 2022*</p> <p>For Exemptions/Clarifications on PAN, please refer to objection memo in page 5</p>																				
2	Demat Account Number	<table border="1" data-bbox="581 779 1385 852"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.</p>																				
3	Proof of Address of the first holder	<p>Provide any one of the documents, only if there is change in the address;</p> <ul style="list-style-type: none"> • Client Master List (CML) of your Demat Account, provided by the Depository Participant • Valid Passport / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. • Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. • Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. • For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. • The proof of address in the name of the spouse. Self-attested copy of Identity Proof of the holder/claimant is required. 																				
4	Bank details	<p>Account Number: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p>Provide the following: <u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u> Alternatively the Bank details available in the CML will be updated in the folio</p>																				

	✓	Document / Information / Details	Instruction / Remark
5		E-mail address	_____ Alternatively the e-mail address available in the CML will be updated in the folio
6		Mobile	_____ Alternatively the mobile no available in the CML will be updated in the folio
7		Specimen Signature	<ul style="list-style-type: none"> • Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021) and • Original cancelled cheque with name printed on it (or) Bank Pass Book attested by the Bank (or) Bank statement attested by the Bank
8		Nomination	<ul style="list-style-type: none"> • Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR – 3, in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 • Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 • Cancellation of Existing Nomination: Please use Form SH-14 and Form ISR – 3

* or any date as may be specified by the CBDT

Mode of submission of documents to the Company

Please use any one of the following mode;

- through 'In Person Verification' (IPV): Our Company's authorised representative at our Registered Office will verify the original documents furnished by you and retain the copy(ies) with IPV stamping with date and initials.
- through hard copies which are self-attested and dated.
- through electronic mode with e-sign to be mailed to investorgrievance@ramcotex.com from your E-Mail ID, which is already registered with us.

Note

- It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).
- Upon receipt or updation of bank details, the Company will automatically, pay electronically, all the moneys of / payments to the holder that were previously remained unclaimed / unsuccessful.

- Company will update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, will take effect from the date on which this intimation is received by the company.
- Company shall not insist on Affidavit / Attestation / Notarization / Indemnity for registering / up-dating / changing PAN, KYC details and Nomination.

Authorization: I / We authorise you to update the above PAN and KYC details in my / our folio(s) _____, _____, in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full postal address	✓		
PIN	✓		

(Page 5 is for information to investors; print out of the same is not needed.)

Objection Memo that can be raised by the Company
(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

Company shall raise all objections, if any / at all, in one instance only; the Company shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the Company by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	'Exemptions/clarifications to PAN', as provided in clause D to 'Instructions/Check List for Filing KYC Forms' in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature	The Company shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the Company	<ul style="list-style-type: none"> • Banker's attestation of the signature of the holder(s) as per Form ISR – 2 • Original cancelled cheque with name printed on it (or) Bank Pass Book attested by the bank (or) Bank Statement attested by the Bank.
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license • PAN card with photograph • Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions • Marriage certificate • Divorce decree
5	Present address of the holder is not matching with the address available in the folio	Company shall issue intimation to both the old and new addresses. In case where the letter is undelivered at the old address, the current address proof in the form of an address proof issued by a Government Authority. If there is an objection in response to this letter, then provide any one of the following; <ul style="list-style-type: none"> • Counterfoil of dividend warrant received from the company or • Bank statement showing the credit of previous dividend received The above procedure will be applicable for request for change in address of the holder also

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