

# **FGP LIMITED**

## **Advice – Shareholder’s Holding shares in physical mode**

SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, has superseded its earlier circular issued by SEBI bearing reference no’s SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021, read with Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021 (“SEBI Circular”).

With reference to above circular, SEBI has mandated all the listed Companies to record the PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers. **This is applicable for all the shareholder’s holding shares in Physical mode.**

### **Details/ Documents to be submitted:**

In view of the aforesaid mandatory requirement, Shareholders are requested to submit their PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers, as mentioned below by executing the Investor Request Form – Form ISR1, Form ISR2, Form SH13 and submission of the same along with the supporting, to the Investor Services Department, Bigshare Services Private Limited, Registrar and Share Transfer Agent of the Company (RTA) having their office at Office No S6-2, 6th Floor, Pinnacle Business Park, Next to Ahura Centre, Mahakali Caves Road, Andheri (East), Mumbai, Maharashtra, 400093 in either physical form or send documents with e-signature through email at the dedicated email id as mentioned under the instructions given under the para “Mode and Manner of Submission of Documents to the RTA”:

All shareholders who have not furnished the documents/details viz., PAN, E-mail address, mobile number, bank account and nomination are requested to send the documents given below:

- **PAN, KYC Details, Bank account details, contact details etc in Form ISR-1;**
- **Confirmation of Signature of securities holder by the Banker in Form ISR-2;**
- **Nomination in Form SH-13 or Declaration to opt-out of Nomination in Form ISR-3**
- **Form SH-14 for Cancellation or variation of Nomination, if there is change in Nomination registered**

Further, it is stated that folios wherein any one of the cited document / details are not furnished or made available on or after October 01, 2023, the relevant folio(s) shall be frozen by the Company in line with aforesaid SEBI Circular.

## **Mode and Manner of submission of Documents to the RTA**

The abovementioned Forms/documents can be submitted with the RTA **through anyone** of the following modes:

- **Through 'In Person Verification' (IPV):** The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy(ies) with IPV stamping with date and initials.
- **Through Post:** Hard copies of self-attested documents.
- **Through electronic mode with e-SIGN** as elaborated subsequently at the email id [investor@bigshareonline.com](mailto:investor@bigshareonline.com)

\*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Any service request sent by the shareholder will be attended subsequent to the folio being KYC Complaint. The folio can be KYC complaint on submission of the above forms duly signed and complete along with self-attested and dated supporting documents.

For all service requests, except transmission, copies of documents that are submitted in hard copy should be self-attested and dated by the shareholder, shall be processed by the RTA.

All shareholders, who have not yet dematerialized their shares, are also herewith advised to get their shares dematerialized as per abovementioned SEBI Circular.

### **Details of the RTA are given below:**

**Bigshare Services Private Limited,**

**Address:** Office No S6-2, 6th Floor,  
Pinnacle Business Park, Next to Ahura Centre,  
Mahakali Caves Road, Andheri (East),  
Mumbai, Maharashtra, 400093

**Email id:** [investor@bigshareonline.com](mailto:investor@bigshareonline.com)

**Website:** [www.bigshareonline.com](http://www.bigshareonline.com)

**Tel:** 022 - 62638200

The shareholders can download the forms mentioned in SEBI Circulars, by clicking at the link provided against each Form, as given below:

Sr. No.	File Name	Click to Download
1	Form ISR-1 - Request for registering PAN, KYC details or changes / updation thereof	<a href="#">Download</a>
2	Form ISR-2 - Confirmation of Signature by the Banker	<a href="#">Download</a>
3	Form ISR-3 – Declaration form for opting-out of Nomination	<a href="#">Download</a>
4	Form SH-13 - Nomination Form	<a href="#">Download</a>
5	Form SH-14 – Cancellation or Variation of Nomination	<a href="#">Download</a>

**As required by the Income Tax Authorities, please link your PAN and Aadhaar** by June 30, 2023, or any other date as may be specified by the Central Board of Direct Taxes, if not linked earlier, to avoid freezing of your folio.

Please also note that after December 31, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002.

In case of any queries, you may contact the Company or its Registrar and Transfer Agent at [investors@fgpltd.in](mailto:investors@fgpltd.in) or [investor@bigshareonline.com](mailto:investor@bigshareonline.com)