



Ref : Jocil/Adm/2023/

18.04.2023

Dear Shareholder,

Sub : Furnishing of PAN, Nomination, Contact details, Bank Account details and Specimen Signature by holders of Physical securities.

Ref : Securities Exchange Board of India (SEBI) Circular dated March 16, 2023.

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SEBI vide its circular referred above mandated furnishing of PAN, Nomination, Contact details, Bank Account details and Specimen Signature by holders of Physical securities.

Any service request shall be entertained only upon furnishing the complete documents/details as mentioned above.

Also, it may kindly be noted that the folios wherein any one of the above documents/details are not available on or after October 1, 2023, shall be frozen by the Registrar and Transfer Agent. Any payment including dividend in respect of such frozen folios will be made only through electronic mode w.e.f. April 1, 2024 only upon furnishing the said documents/details. Frozen folios shall be referred to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2022 if they continue to remain frozen as on December 31, 2025.

We observe from our records that you have not furnished some of the mandatory documents/details. We request you to furnish the documents/details, as per the table below, to our Registrar & Transfer Agents M/s. XL Softech Systems Ltd., 3, Sagar Society, Road No.2, Banjara Hills, Hyderabad – 500 034, Phone : 040-23545913, Email : xlfield@gmail.com immediately on receipt of this letter.

Sl.No.	Particulars	Please furnish details in
1	PAN*	Form ISR-1
2	Address	
3	Mobile No.	
4	Email address	
5	Bank account details	
6	Demat account details	
7	Nomination details	Form SH-13
8	Declaration to opt out nomination	Form ISR-3

\* Please ensure that your PAN is linked to Aadhar by June 30, 2023 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

The aforesaid forms can be downloaded from the website of the Company and RTA at [www.jocil.in](http://www.jocil.in) and <https://www.xlsoftech.com>.

Self-attested copies of documents will be accepted by M/s. XL Softech Systems Ltd (XL). You may provide the documents/details to XL for various service requests by way of 'In Person Verification' (IPV) or post or electronic mode with e-sign. 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.

Thanking you,

Yours faithfully  
For Jocil Limited

Secretary & DGM (Finance)