

FOR ATTENTION OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM

Dear Shareholder (holding Physical Share Certificate),

Sub: Furnishing of PAN, KYC details and Nomination by holders of physical securities

SEBI has vide [Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 3, 2021](#) read with [SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/687 dated December 14, 2021](#), mandated furnishing of details of PAN, email address, mobile number, bank account and nomination by holders of physical securities. Further, it is stated that folios wherein any one of the cited document / details are not furnished or made available **on or after April 01, 2023**, the relevant folio(s) shall be frozen by the Registrars and Transfer Agent of the Company (RTA).

Effective January 1, 2022, shareholders will not be eligible to lodge their grievance or avail service request from the RTA unless PAN, KYC and Nomination documents/details are received.

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, Address, Email Address, Mobile Number, Demat account details and Bank Account details should be furnished in Form No. ISR 1. ([Click here for Form No. ISR 1](#));
- Confirmation of signatures of securities holder by the banker should be furnished in Form No. ISR 2 ([Click here for Form No. ISR 2](#));
- Declaration form for Opting-out of Nomination should be furnished in Form No. ISR 3 ([Click here for Form No. ISR 3](#));
- Request for issue of Duplicate share certificate and other service requests should be furnished in Form No. ISR 4 ([Click here for Form No. ISR 4](#));
- Nomination details should be furnished in Form SH-13 ([Click here for Nomination related forms](#))

The hard copies of the duly executed forms along with relevant documents/details should be sent to our RTA at the following address:

**BEETAL Financial & Computer Services Pvt Ltd.,
BEETAL HOUSE, 3rd Floor,
99, Madangir, Behind LSC, New Delhi - 110062
Ph. 011-29961281-283 , 26051061, 26051064 Fax 011-29961284**

**Neeraj Paper Marketing Limited
Add: 218-222, AGARWAL PRESTIGE MALL,
NEAR M2K CINEMA, PITAMPURA, DELHI – 110034
E-mail: cs@neerajpaper.com
Tel.: +91 11 47527717**

Alternatively, you can submit the e-signed forms and relevant documents/details through your email id.

As required by the Income Tax Authorities, please link your PAN and Aadhaar by **March 31, 2022 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.

You may get in touch with our RTA for any queries or assistance in this regard.

For Neeraj Paper Marketing Limited

Sd/-
Deepa Kumari
Company Secretary and Compliance Officer