

Dear Shareholders,

1. Kindly note that the SEBI vide circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021 read with circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December 2021, has mandated for the physical securities holders in listed company to furnish the following documents/ details to the Registrar & Transfer Agent ('RTA') (KFin Technologies Pvt. Ltd. at Selenium Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad - 500 032, Telangana, Email: einward.ris@kfintech.com) :

a) Copy of PAN (self-certified)

b) Nomination:- Details of nomination shall be provided in hard copy or through electronic mode with e-signature as follows:

- i. Either through Form **SH-13** as provided in the Rules 19 (1) of Companies (Shares capital and debenture) Rules, 2014 or 'Declaration to Opt-out', as per Form **ISR-3**
- ii. In case of cancellation of nomination/ change in nominee by the holder(s) through Form **SH-14**

c) Contact details: Postal address with PIN Code, Mobile number, E-mail address

Please also note that for data validation, it shall be mandatory to provide corresponding folio numbers along with mobile number and e-mail ID.

d) Bank account details (bank name and branch, bank account number, IFSC Code, copy of cancelled cheque)

e) Specimen signature

f) RTA shall process all investor service request by accepting the duly filled up request in Form **ISR-1** (Form for availing investor services).

2. As an on-going measure to enhance ease of dealing in securities markets by investors, SEBI vide circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has mandated that listed companies shall henceforth issue the securities in dematerialized form only while processing the following service request:

- i. Issue of duplicate securities certificate;
- ii. Claim from Unclaimed Suspense Account;
- iii. Renewal / Exchange of securities certificate;
- iv. Endorsement;

- v. Sub-division / Splitting of securities certificate;
- vi. Consolidation of securities certificates/folios;
- vii. Transmission;
- viii. Transposition;

In relation to above paragraph, the securities holder/claimant shall submit duly filled up Form **ISR-4** (Request for issue of Duplicate Certificate and other Service Requests) along with the documents / details specified therein.

The aforesaid forms are available on the website of the Company at <https://www.dlf.in/>.