

UPDATION OF PAN AND KYC DETAILS BY SHAREHOLDERS

Pursuant to SEBI circulars dated 03.11.2021 and 14.12.2021 intimation to all the shareholders of Transchem Limited, the Company, who are holding shares in the capital of Company in physical mode, has been given and they are advised to update their PAN, KYC, Contact, Bank and nomination details with the Company.

For the purpose shareholders have been requested to submit following documents either to the Company at its Registered Office at Transchem Limited, 304, Ganatra Estate, Pokhran Road No.1, Khopat, Thane -400601 or to Link Intime India Private Limited, the Registrar and Transfer Agent of the Company at C-101, 247 Park, L B S Marg, Vikhroli West, Mumbai 400 083

1. Copy of self-attested PAN Card
2. Copy of self-attested Aadhar Card
3. Copy of self-attested any of the following document as address proof:
 - a) Valid Passport / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.
 - b) Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
 - c) 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
 - d) 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.
 - e) The proof of address in the name of the spouse.
 - f) Client Master List (**CML**) of the Demat Account of the holder / claimant, provided by the Depository Participant.
4. Contact details (postal address, Mobile number & E-mail),
5. Bank details (Account Number, Bank and Branch Name, RTGS/NEFT/IFSC Code of the Bank)
6. Specimen Signature.
7. Nomination in Form SH 13 (Copy of the Form is available at the web-site of Company)

Shareholders are being advised to treat this matter urgent and their cooperation is highly solicited.

Shareholders to take note that the Company and its RTA would not be able to process any request for change in details, transfer etc in case of non-availability of above information.

Form No. SH-13

Nomination Form

**Pursuant to section 72 of the Companies Act, 2013 and rule
19(1) of the Companies (Share Capital and Debentures) Rules 2014] Date: / /**

To,

Name of the Company : _____

Address of the Company: _____

I/We, the holder(s) of the securities particulars of which are given hereunder, wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made) :

Nature of Securities Tick ✓ as relevant	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) (From – To)
Equity / Debs/ Bonds				

(2) PARTICULARS OF NOMINEE/S — [Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio]

Name of Nominee			
Address of Nominee		Date of Birth	{ - - }
Father's/Mother's/ Spouse's name		Occupation	
Relationship with the security holder		Nationality	
E-mail_id		Mobile No	

(3) IN CASE NOMINEE IS A MINOR —

Name of Guardian		Date of Birth	{ - - }
Address of Guardian		Date of attaining majority	{ - - }

Signature(s) as per Specimen recorded with the Company.

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
<u>Signature</u>			
<u>Name</u>			

Witness Details:

Name of Witness		Signature	
Address of Witness	_____		
	_____ Pin: _____	Date	

* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.

Form SH-13 - INSTRUCTIONS

[Please follow the instructions given below very carefully while filling in your Nomination request.]

1. **Nomination can be made only by individuals** applying/holding securities on their own behalf, singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The nomination will be registered only when it is complete in all respects including the signature of (a) all registered holder(s) (as per specimen lodged with the Company) /RTA and (b) the complete details of the nominee and witness being furnished.
 2. A minor can be nominated by a holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).
 3. The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a nominee on re-patriable basis provided RBI approval granted to the nominee is registered with the Company / RTA.
 4. In case you have multiple folios, then you may take a photocopy of this Form.
 5. Nomination request would be considered for securities held in physical form only.
 6. The nomination will be valid, if the registration of Nomination is done before the demise of the holder.
 7. The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).
 8. The Holder(s) can override (delete or change) an earlier nomination by executing a fresh Nomination Form SH-14 for which a fresh registration number will be allotted. The earlier nomination will automatically stand cancelled.
 9. In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.
 10. Nomination registration number will be allotted upon successful registration.
 11. The Company / RTA will entertain claims of registered nominees only.
 12. The Nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.
 13. Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
- **For Office Use Only**
- Nomination Registration Number :
- Date of Registration :
- Checked and Signature of Employee :

Form No. SH-14**Cancellation or Variation of Nomination**

[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies
(Share Capital and Debentures) Rules 2014]

To,

Date: / /

Name of the Company :

Address of the Company:

I/We, hereby cancel the nomination(s) made by me/us in favour of.....
.....(name and address of the nominee) in respect of the below mentioned securities.

or

I/We hereby nominate the following person in place ofas nominee in
respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied):

Nature of Securities Tick ✓ as relevant	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) (From – To)
Equity / Debs/ Bonds				

(2) PARTICULARS OF THE NEW NOMINEE/S — [Use photocopies of this Form-SH-14 in case of additional Multiple New Nominations in the same folio]

Name of Nominee			
Address of Nominee		Date of Birth	{ - - }
Father's/Mother's/ Spouse's name		Occupation	
Relationship with the security holder		Nationality	
E-mail_id		Mobile No	

(3) IN CASE NEW NOMINEE IS A MINOR —

Name of Guardian		Date of Birth	{ - - }
Address of Guardian		Date of attaining majority	{ - - }

Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Signature				
Name				

Witness Details:

Name of Witness		Signature	
Address of WitnessPin.....		
		Date	

* New Nomination will be registered for entire holding in the folio. In case of more than one new-nominee, the ratio should be furnished & separate form to be filled for each of the new-nominee.

Form SH-14 - INSTRUCTIONS	
[Please follow the instructions given below very carefully while filling in your request for Cancellation/Variation in Nomination registered.]	
<u>Upon successful execution of SH-14, the earlier Nomination shall stand cancelled.</u>	
1.	The New-Nomination can be made only by individuals applying/holding securities on their own behalf singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The new nomination will be registered only when it is complete in all respects including the signature of (a) all registered holders (as per specimen lodged with the Company / RTA) and (b) the complete details of the new nominee and witness being furnished.
2.	A minor can be nominated as a new nominee by holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).
3.	The new nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a new nominee on re-patriable basis provided RBI approval granted to the new nominee is registered with the Company.
4.	In case you have many folios, then you may take a photocopy of this form.
5.	Request for Change/Cancellation in Nomination in Form SH-14 will be considered for securities held in physical form only.
6.	The new nomination will be valid, if the registration of Nomination is done before the demise of all the holders in the folio.
7.	The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).
8.	In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.
9.	Fresh Nomination registration number will be allotted upon successful registration.
10.	The Company / RTA will entertain claims of registered nominees only.
11.	The new nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.
12.	In case the nomination already registered is being cancelled by submission of SH-14 and a fresh nomination is not being registered, the security holder(s) is/are mandatorily required to submit Form ISR-3 to 'Opt Out' of Nomination.
13.	Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
■ FOR OFFICE USE ONLY	:
■ Nomination Registration Number	:
■ Date of Registration	:
■ Checked and Signature of Employee	: