

**SHAKUMBHRI PULP AND PAPER MILLS LIMITED**

**REGD. OFF. 4.5 KM BHOPA ROAD MUZAFFARNAGAR UTTAR PRADESH 251001**

CIN: L21012UP1986PLC007671  
GSTIN: 09AABCS9947E1ZZ

Ph. No.-7895512368 website: shakumbhripulp.com  
E-mail: shakumbhri@yahoo.com,  
shakumbhripaper@gmail.com

23/09/2024

**To**  
**Metropolitan Stock Exchange of India Limited,**  
Vibgyor Towers, 4th floor, Plot No C 62, G - Block,  
Opp. Trident Hotel, Bandra Kurla Complex, Bandra (E),  
Mumbai – 400 098, India.

**Subject: Intimation for submission of KYC and Nomination details to shareholder holding shares in physical mode**

**Ref: Regulation 30 of SEBI (Listing Obligation & Disclosure Requirement), Regulation, 2015 read with SEBI Circular dated 9<sup>th</sup> September, 2015**

Dear Sir,

Pursuant to Regulation 30 of SEBI (LODR) Regulations, 2015, we wish to inform you that pursuant to SEBI Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024, our company through its Registrar and Share Transfer Agent i.e Skyline Financial Services Private Limited is once again sending intimation/reminder letter to shareholder holding shares in physical mode, whose folio(s) are incomplete with regard to KYC details (any of the details viz., PAN; Choice of Nomination; Contact Details; Mobile Number, Bank Account Details and signature, if any) to submit the same in order for the Registrar and share Transfer Agent (RTA) to process the Investor Service Requests, as stipulated in aforementioned circular.

The requisite forms are also uploaded on the website of the company i.e. [www.shakumbhripulp.com](http://www.shakumbhripulp.com) under Investor Services Tab and on the website of Skyline Financial Services Private Limited.

Copy of draft letter sent to the shareholders is attached herewith.

Please take the same on record.

Thanking You,

Yours faithfully,

**For Shakumbhri Pulp & Paper Mills Limited**

**Ayushi Gupta**  
**Company Secretary and Compliance Officer**  
Address: 4.5 K.M, Bhopa Road  
Muzaffarnagar Uttar-Pradesh-251001

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Date: 23-09-2024

Folio No. / Dpid-Client id / Serial No.: \*\*\*\*\*0137 / 1  
POOJA RASTOGI  
4215/1 SAROJ VILLA ANSARI ROAD  
DARYA GANJ  
NEW DELHI 110002

Dear Shareholder,

Folio No: 137

**Sub: Mandatory submission of KYC details for your physical holdings- Urgent attention**

**Ref: SEBI Master Circular dated May 07, 2024.**

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We would like to draw your kind attention that SEBI, vide its Master Circular dated May 07, 2024 mandated that the security holders (holding securities in physical form), whose folio(s) are incomplete with regard to KYC details (any of the details viz., PAN; Choice of Nomination; Contact Details; Mobile Number, Bank Account Details and signature, if any) are requested to submit the same in order for the Registrar and share Transfer Agent (RTA) to process the Investor Service Requests. No RTA shall be able to process any Investor Service Request whose folio is incomplete in respect of KYC details. You may also refer to SEBI FAQs by accessing the link: [https://www.sebi.gov.in/sebi\\_data/faqfiles/jan-2024/1704433843359.pdf](https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf) (FAQ No 38 & 39)

- a. In case of non-updation of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode from April 01, 2024 onwards, upon furnishing all the aforesaid details in entirety.
- b. If a security holder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.

**Further vide SEBI Circular Dated June 10, 2024, the following has been decided for existing investors/ unitholders:**

- a. Non-submission of 'choice of nomination' shall not result in freezing of Demat Accounts as well as Mutual Fund Folios.
- b. Securityholders holding securities in physical form shall be eligible for receipt of any payment including dividend, interest or redemption payment as well as to lodge grievance or avail any service request from the RTA even if 'choice of nomination' is not submitted by these securityholders

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- c. Payments including dividend, interest or redemption payment withheld presently by the Listed Companies/RTAs, only for want of 'choice of nomination' shall be processed accordingly.

**For the purpose of updation of KYC details against your folio, you are requested to send the details as per the formats specified below along with the supporting documents:**

- a. Form ISR-1 duly filled in along with self attested supporting documents for updation of KYC details
- b. Form ISR-2 duly filled in with banker attestation of signature along with Original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement
- c. Form SH-13 for updation of Nomination for the aforesaid folio OR ISR-3.
- d. If you want to change/cancel the existing nomination, then submit (a) Form SH-14 for change in the nomination details; (b) Form SH-14 and Declaration to Opt-out in Form ISR-3 for cancellation of existing nomination

Investors can download the abovementioned forms which are also uploaded on the website of the company i.e. [www.shakumbhripulp.com](http://www.shakumbhripulp.com) under Investor Services Tab and on the website of Skyline Financial Services Private Limited. Please forward the duly executed KYC documents in any of the following modes to our RTA, M/s. Skyline Financial Services Private Limited (Unit: **SHAKUMBHRI PULP AND PAPER MILLS LIMITED**), D-153 A, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase - I, New Delhi – 110 020:

- a. Through hard copies which should be self-attested and dated. **OR**
- b. Through electronic mode, provided that they are sent through the E-mail ID of the holder registered with RTA, and all documents should be electronically/digitally signed by the Shareholder and in the case of joint holders, by the first joint holder. **OR**
- c. 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.

Please treat this as our specific intimation for the updation of KYC details as mandated vide SEBI Master Circular dated May 07, 2024.

**For and behalf of**  
**SHAKUMBHRI PULP AND PAPER MILLS LIMITED**

Sd/-

**Ayushi Gupta**  
**Company Secretary and Compliance officer**