

**Registered Office / Urse Plant**  
Finolex Industries Limited  
Gat No. 399, Village Urse, Tal.-Maval,  
Dist. Pune 410 506, Maharashtra, India  
CIN L40108PN1981PLC024153

Tel +91 2114 237251 / 237253  
Toll Free 1800 200 3466  
Fax +91 2114 237252  
Email investors@finolexind.com  
Web finolexpipes.com



FIL/SEC/SEs/2021-22/087

15<sup>th</sup> March, 2022

National Stock Exchange of India Limited Manager – Listing Department 5, Exchange Plaza Bandra-Kurla Complex Bandra (East), Mumbai 400051	BSE Limited Manager – Listing Department Registered Office: Floor 25 P.J.Towers Dalal Street Mumbai 400 001
Scrip Code: Equity: FINPIPE	Scrip Code: Equity: 500940/FINOLEXIND

**Sub : Communication to Shareholders for mandatory furnishing of PAN, KYC and nomination details (for equity shares held in physical mode)**

**Ref : SEBI Circular(s) dated November 3, 2021 & December 14, 2021 (the "SEBI Circulars")**

Dear Sir/Madam,

In accordance with Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and in terms of subject referred SEBI Circulars, we wish to inform that the Company has sent communication to those shareholders holds shares in physical mode for mandatory furnishing of PAN, KYC and nomination details.

A specimen of the said communication made to the aforesaid shareholders, forms prescribed under the aforesaid SEBI Circulars alongwith the details of formalities to be complied by the shareholders are enclosed for reference.

The aforesaid details are also available on the Company's website at [www.finolexpipes.com](http://www.finolexpipes.com).

You are requested to kindly take note of the same and disseminate appropriately.

Thanking you,

Yours truly,

For **Finolex Industries Limited**

Ashutosh Kulkarni  
Company Secretary & Compliance Officer  
M. No.: A18549



Encl: As above



SPECIMEN

**FINOLEX INDUSTRIES LIMITED****CIN-L40108PN1981PLC024153****Registered Office:** Gat No.399, Village Urse, Taluka Maval, District Pune 410506.**Tel.**02114-237251, **Fax No.**02114-237252**E-mail:**[investors@finolexind.com](mailto:investors@finolexind.com) **website:**[www.finolexpipes.com](http://www.finolexpipes.com)**Reference No:**

Name of the Shareholders :

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Dear Shareholder,

Folio No. :

No. of Equity Shares:

**Sub.: Mandatory furnishing of PAN, KYC details and Nomination by holders of equity shares in physical mode****Ref.: SEBI Circular(s) dated November 3, 2021 & December 14, 2021 (the "SEBI Circulars")**

Season's greetings from Finolex Industries Limited ("The Company") and we hope this communication finds you and your family in safe and good health.

You are aware that the Securities and Exchange Board of India ("SEBI"), vide above referred SEBI Circulars, has mandated:

- furnishing of PAN, email address, mobile number, bank account details, signature and nomination by holders of physical shares held in the Company;
- that any service request shall be entertained only upon registration of the PAN, Bank details and the nomination;
- to ensure to link your PAN and Aadhaar no. 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.

We observe from our records that you have not furnished some of the mandatory documents/details. Therefore we request you to furnish the documents/details, as per the table below, immediately on receipt of this letter.

Sr. No.	Particulars	Status as per records	Please furnish details in
1	PAN	1 <sup>st</sup> Holder : 2 <sup>nd</sup> Holder : 3 <sup>rd</sup> Holder :	Form No. ISR-1 (enclosed)
2	Address	As above	
3	Email address		
4	Mobile Number		
5	Demat account details		
6	Bank account details	Bank Name: Acc. No.: IFSC: MICR:	
7	Confirmation of Signature of securities holder by the Banker (We suggest to submit Form No. ISR-2 to avoid any discrepancy in your signature in future as per the aforesaid SEBI circular)		Form No. ISR-2 (enclosed)
8	Nomination details		Form No. SH-13 (enclosed)
9	Declaration to opt out nomination	In case of opting out	Form No. ISR-3 (enclosed)

The aforesaid forms can also be downloaded from the website of the Company and Registrar & Transfer Agent (RTA) at: [www.finolexpipes.com](http://www.finolexpipes.com) and [www.kfintech.com](http://www.kfintech.com) respectively. The aforesaid SEBI Circular's are available on the website of the Company at [www.finolexpipes.com](http://www.finolexpipes.com)

Please note that not adhering to the aforesaid norms, as per the SEBI Circulars, would lead to following consequences in respect of Folios without PAN, KYC details and Nomination:-

- a. Folios wherein any one of the said document / details are not available **on or after April 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and not eligible for receipt of dividend in physical mode.
- b. **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.

**Request you to kindly fill the attached forms as may be necessary and return the hard copy of the same along with required documents and this original cover letter to the following address to enable us to process your request. We suggest you to retain a copy of this cover letter and said forms for your records:**

**Finolex Industries Limited**  
Secretarial Department,  
D1/10, MIDC, Chinchwad,  
Pune – 411019  
Phone: 020-27408200 (Ext. 572)  
E-mail: [investors@finolexind.com](mailto:investors@finolexind.com)

**Compulsory Dematerialisation of physical shareholding:**

As per Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 and further notification dated November 30, 2018, requests for effecting transfer of shares shall not be processed unless the shares are held in the dematerialized form with a depository w.e.f. April 01, 2019.

Further as per SEBI Circular dated January 25, 2022, it has been mandated by SEBI to issue the securities in dematerialized form only while processing the following service request(s) including change of name/name correction:

1. Issue of duplicate securities certificate;
2. Claim from Unclaimed Suspense Account;
3. Renewal/Exchange of securities certificate;
4. Endorsement;
5. Sub-division/Splitting of securities certificate;
6. Consolidation of securities certificates/folios;
7. Transmission;
8. Transposition;

Hence, you are requested to follow the required process as per aforesaid SEBI circular and get the shares dematerialized at the earliest in order to avail numerous benefits of dematerialisation which includes easy liquidity, easy trading and transfer, saving in stamp duty and elimination of any possibility of loss of documents and bad deliveries.

In case of any queries/clarification, please contact the Company [E-mail: [investors@finolexind.com](mailto:investors@finolexind.com) / Tel no. 020-27408200 (Ext. 572)] or to the Registrar & Transfer Agent (E-mail: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) / Toll Free no. 1800-309-4001).

Thanking you,

Yours faithfully,

For **Finolex Industries Limited**

Sd/-  
Ashutosh Kulkarni  
Company Secretary and Compliance Officer  
M. No. : A18549

Encl : as above

This communication is computer generated and hence does not require signature.

# Form ISR – 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

**REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF**

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**A.** I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

### B. Security Details:

Name of the Issuer Company	Folio No.:	
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of securities		
Distinctive number of securities (Optional)	From	To

**C. I / We are submitting documents as per Table below** (tick ✓ as relevant, refer to the instructions):

	✓	Document / Information / Details	Instruction / Remark
1		PAN of (all) the (joint) holder(s)	
		PAN  Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	<div> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>,            <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> </div> <div> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> </div> <p>PAN shall be valid only if it is linked to Aadhaar by March 31, 2022*</p> <p>For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4</p>
2		Demat Account Number	<div> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> </div> <p>Also provide Client Master List (<b>CML</b>) of your Demat Account, provided by the Depository Participant.</p>

3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Client Master List (<b>CML</b>) of your Demat Account, provided by DP.</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse</p>
4	Bank details	<p>Account Number: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p>Provide the following:</p> <p><input type="checkbox"/> <u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u> #</p>
5	E-mail address	_____ #
6	Mobile	_____ #

\* or any date as may be specified by the CBDT

(DP: Depository Participant)

# In case it is not provided, the details available in the CML will be updated in the folio

**Authorization:** I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) \_\_\_\_\_, \_\_\_\_\_, (use Separate Annexure if extra space is required) in which I / We are the holder(s) (strike off what is not applicable).

**Declaration:** All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓		
Name	✓		
Full address	✓		
PIN	✓ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

# Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch			
2. Bank contact details Postal Address Phone number E-mail address			
3. Bank Account number			
4. Account opening date			
5. Account holder(s) name(s)	1)		
	2)		
	3)		
6. Latest photograph of the account holder(s)			
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center;">1<sup>st</sup> Holder</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">2<sup>nd</sup> Holder</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">3<sup>rd</sup> Holder</div> </div>		
7. Account holder(s) details as per Bank Records			
a) Address			
b) Phone number			
c) Email address			
d) Signature(s)			
1)	2)	3)	
Signature verified as recorded with the Bank			
Seal of the Bank			
	(Signature)		
Place:	Name of the Bank Manager		
	Employee Code		
Date:	E-mail address		

# Form ISR - 3

## Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]]

Name of the Company :  
Registered Address of the Company:

I / we ..... the holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s)  
Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

Name and Address of Witness	Signature

**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 Debenture) Rules, 2014)**

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	Folio No.	No. of Securities	Certificate No.	Distinctive No

2) PARTICULARS OF NOMINEE/S –

- a) Name: : .....
- b) Date of Birth: : .....
- c) Father's/ Mother's/ Spouse's name: : .....
- d) Occupation: : .....
- e) Nationality : .....
- f) Address : .....
- g) E-mail id : .....
- h) Relationship with the Security holder : .....
- i) Specimen Signature of the nominee : .....

3) IN CASE NOMINEE IS A MINOR –

- a) Date of Birth : .....
- b) Date of Attaining majority : .....
- c) Name of guardian : .....
- d) Address of guardian : .....

Name of all the holder(s) (as appearing on the Certificate(s) )		Signature as per specimen recorded with Company
Sole/ 1 <sup>st</sup> holder		
2 <sup>nd</sup> holder		
3rd holder		
4 <sup>th</sup> holder		

Signature of two Witnesses:

Complete Name and Address		Signature with date
1.		
2.		

P.T.O.



### INSTRUCTIONS:

[Please read the instructions given below very carefully and follow the same to the letter. If the form is not filled as per instructions, the same will be rejected.]

1. **The Nomination can be made by individuals only** applying/holding shares/debentures on their own behalf singly or jointly. Non-individual including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. If the shares are held jointly all joint holders will sign the nomination form. Space is provided as a specimen, if there are more joint holders more sheets can be added for signatures of holders of shares/ debentures and witness.
2. A minor can be nominated by a holder of shares/debentures/deposits and in that event the name and address of the Guardian shall be given by the holder.
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.
4. Transfer of shares/debentures in favor of a nominee and repayment of amount of deposit to nominee shall be a valid discharge by a company against the legal heir to the exclusion of any disposition or testamentary document in respect of the securities.
5. **Only one person can be nominated for a given folio.** In case you have many folios, then you may take a photocopy of this form and nominate separately
6. Details of all holders in a folio need to be filled; else the request will be rejected.
7. The 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) and (b) the nominee.
8. Whenever the Shares in the given folio are entirely transferred or transposed with some other folio, then this nomination will stand rescinded.
9. Upon receipt of a duly executed nomination form, the registrar and Transfer Agent of the company will register the form and allot a registration number. This number and folio no. should be quoted by the nominee in all future correspondence.
10. The nomination can be varied or cancelled by executing fresh nomination form.
11. Nomination for only one folio can be made on this form. In case the shares are held jointly by more than one person that the joint holders together may nominate any person in whom all rights shall vest in the event of death of all the joint holders.
12. The Company will not entertain any claims other than those of a registered nominee, unless so directed by a Court.
13. If any joint holder is deceased, then please attach a certified true copy of Death Certificate.

FOR OFFICE USE ONLY	
Nomination Registration Number	
Date of Registration	
Checked by and Signature of Employee	