

14<sup>th</sup> February, 2022

Dear Shareholder(s),

This is with reference to the Securities and Exchange Board of India (“SEBI”) [Circular No. SEBI/HO/MIRSD/MIRSD\\_RTAMB/ P/CIR/ 2021 /655](#) dated **November 3, 2021**, read with clarificatory SEBI Circular No. [SEBI/HO/MIRSD/MIRSD\\_RTAMB/P/CIR/2021/687](#) dated **December 14, 2021** (collectively “**SEBI Circulars**”) pursuant to which SEBI has notified simplified norms for processing investor’s service request by the Registrar and Transfer Agent and mandatory furnishing of Permanent Account Number (“**PAN**”), Know Your Customer (“**KYC**”) details and Nomination by holders of physical securities.

In accordance with the procedure provided under the SEBI Circulars, all holders of physical securities of the Company are mandatorily required to undertake the requisite actions and furnish the following documents / details to the Registrar and Transfer Agent of the Company i.e. MCS Share Transfer Agents Limited (“**RTA**”):

1. Link your PAN with Aadhar and thereafter update the valid PAN with RTA (in [Form ISR-1](#)) of our Company latest by 31<sup>st</sup> March, 2022.
2. Update your KYC details (in [Form ISR-1](#)) with the RTA latest by 31<sup>st</sup> March, 2023.
3. In case of major mismatch in the signature of the holder in the records of RTA or if the signature is not available with the RTA, the shareholder shall furnish the original cancelled cheque with name of the security holder printed on it / Bank Passbook / Bank Statement attested by the Bank, and Banker’s attestation of the signature as per [Form ISR-2](#).
4. [Form SH-13](#) and [Form SH-14](#) for declaration of nomination and for cancellation/change in nomination, respectively. However, in case a shareholder wants to opt-out of nomination, [Form ISR-3](#) shall be filed.

In this connection, it may please be noted that unless the shareholders furnish such KYC details by 31.03.2023, their folios shall be frozen by the RTA as per the directive of SEBI and no service request received from the shareholders shall be entertained by the Company/RTA. The securities in the frozen folios shall be eligible for any payment including dividend, interest or redemption payment and shall be made only through electronic mode, upon the holder of the frozen folio complying with requirements as provided under the SEBI Circulars.

Further, SEBI vide its **Notification no. SEBI/LAD-NRO/GN/2022/66** dated **January 24, 2022** and [Circular no. SEBI/HO/MIRSD/MIRSD\\_RTAMB/P/CIR/2022/8](#) dated **January 25, 2022**, has mandated the issuance of certificates or receipts or advices in Dematerialized form only, while processing the following service requests:

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; and
8. Transposition.

In continuation of the said notifications, the shareholders are now required to file duly filled **Form ISR-4** for issue of Duplicate share certificate or for other such requests (as mentioned above) along with the documents / details specified therein.

Please note the following contact information of our RTA for submission of details, in the prescribed forms, in Original:

**MCS Share Transfer Agents Limited,**  
Unit: Value Industries Limited  
K-215, 2nd Floor, Ansa Industrial Estate,  
Saki Vihar Road, Saki Naka, Andheri (E)  
Mumbai - 400072

**Email Id:** helpdeskmm@mcsregistrars.com  
**Phone No.** 022-28476021/22

The shareholders can download the forms by clicking the respective link of the forms or can download the forms mentioned in aforesaid SEBI Circulars as given below:

Request For Registering Pan, KYC Details or Changes / Update thereof <b>(Form ISR-1)</b>	<a href="https://www.sebi.gov.in/sebi_data/commondocs/dec-2021/word%20Form%20ISR-1_p.docx">https://www.sebi.gov.in/sebi_data/commondocs/dec-2021/word%20Form%20ISR-1_p.docx</a>
Confirmation of Signature of securities holder by the Banker <b>(Form ISR-2)</b>	<a href="https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form%20ISR-2_p.pdf">https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form%20ISR-2_p.pdf</a>
Declaration Form for Opting-out of Nomination by holders of physical securities <b>(Form ISR-3)</b>	<a href="https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form%20ISR-3_p.pdf">https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form%20ISR-3_p.pdf</a>
Request form for issue of Duplicate certificate, Claim from Unclaimed Suspense Account, Replacement/ Renewal/ Exchange of securities certificate, Endorsement, Sub-division/ Splitting of securities certificate, Consolidation of securities certificates/folios, Transmission and Transposition. <b>(Form ISR-4)</b>	<a href="https://www.sebi.gov.in/sebi_data/commondocs/jan-2022/Form%20ISR-4-circular_p.docx">https://www.sebi.gov.in/sebi_data/commondocs/jan-2022/Form%20ISR-4-circular_p.docx</a>
Nomination Form <b>(Form SH-13)</b>	<a href="https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form%20No.%20SH-13_p.pdf">https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form%20No.%20SH-13_p.pdf</a>

**VALUE INDUSTRIES LIMITED**



Cancellation or Variation of Nomination ( <a href="#">Form SH-14</a> )	<a href="https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form%20No.%20SH-14_p.pdf">https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form%20No.%20SH-14_p.pdf</a>
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Thanking you,  
Yours Faithfully,

For **VALUE INDUSTRIES LIMITED**

Sd/-  
**ANSHIKA ARORA**  
**COMPANY SECRETARY**

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*Regd.office: 14,K.M. Stone AurangabdPaithan Road, Chittegaon, Tq.Pithan, Dist: Aurangabad- 431 105 T.: 2431-2515525-5 F.: 25157  
Admin. Office: Mittal Court, 17<sup>th</sup> Floor, 'C- Wing', Plot-224, Jamanalal Bajaj Marg, Nariman Point, Mumbai, -400021*

CIN: L99999MH1988PLC046445

Website: [www.valueind.in](http://www.valueind.in)