



GPT Infraprojects Limited

Regd. Office : GPT Centre, JC-25, Sector-III, Salt Lake, Kolkata – 700 106, India CIN: L20103WB1980PLC032872
Tel: +91-33-4050-7000 Fax: +91-33-4050-7999 Email: info@gptgroup.co.in Visit us: www.gptgroup.co.in

GPTINFRA/CS/SE/2023-24

May 27, 2023

**The Department of Corporate Services,
BSE Limited,
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai - 400001**

**National Stock Exchange of India Ltd.,
Exchange Plaza,
Plot no. C/1, G Block,
Bandra-Kurla Complex, Bandra (E),
Mumbai - 400 051**

Dear Sir/Madam,

Sub: Reminder letter to Shareholders holding shares in Physical Mode to submit/update their PAN, KYC details and Nomination details

Dear Sir,

In accordance with Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023, the Company has sent reminder letter to Shareholders holding shares in physical mode requesting them to furnish and update their PAN, KYC details and Nomination details at the earliest.

We hereby enclose a copy of Reminder letters sent along with Forms ISR-1, ISR-2, ISR-3 and SH-13, sent to the shareholders holding shares in physical mode for your reference.

We request you to take this on record and to treat the same as compliance with the applicable provisions of the Listing Regulations.

Thanking you.

Yours truly,

For GPT Infraprojects Limited

MOHIT
ARORA

Digitally signed by
MOHIT ARORA
Date: 2023.05.27
15:14:00 +05'30'

**Mohit Arora
Company Secretary**

GPT Infraprojects Limited

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Dear Investor,

Sub Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference no's SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD_RTAMB/ P/CIR/2021/687 dated 3rd November, 2021 & 14th December, 2021.

We refer to the above circulars issued by SEBI that mandates all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination by holders of physical securities. Email ID is optional, however the security holders are requested to register email id also to avail online services. This is applicable for all security holders, holding shares in physical mode. With reference to the SEBI Circulars regarding mandatory furnishing of the PAN, full KYC details and Nomination by the holders of physical securities, your attention is invited to the following:

The salient features and requirements of the Circular as under :-

- A. **Non – Updation of KYC:-** wherein any one of the cited details / documents i.e. (**Address proof with PIN code, bank details, email address, PAN, mobile number, Specimen Signature and Nomination**) are not available on or after **October, 01, 2023, shall be frozen as per SEBI Circular.**

Notes:

1. The securities in the frozen folios shall be:
 - Eligible to lodge any grievance or avail service request from the RTA only after furnishing the complete documents/ details as aforesaid.
 - Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.
 2. a. The relevant format for Nomination and updation of KYC details viz; Forms ISR – 1, ISR – 2, SH – 13, SH 14 and SEBI circular are available on websites as mentioned below;
<https://www.linkintime.co.in> →resources→ downloads→ KYC→Formats for KYC.
b. For registering new bank details or where there is a change in such details, mandatory submission of originally cancelled cheque leaf bearing the name of the first holder failing which first security holder is required to submit copy of bank passbook / statement attested by the bank with Form ISR-2 is required. In case of joint holding, updation of bank details will be done based on the documents provided by the first holder only. which is mandatory for registering the new bank details.
- B. **Mandatory Linkage of PAN with Aadhaar -** As per the Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhaar number by June 30,2023. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before June 30. 2023. Post June 30. 2023 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANS and the ones which are linked to the Aadhaar number. The folios in which PAN is / are not valid as on the notified cut-off date of June, 30, 2023 or any other date as may be specified by the CBDT, shall also be frozen.

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

In view of the above, we request you to submit the KYC Form printed on the reverse of this letter, duly completed along with Investor Service Request Form ISR-1 and the required supporting documents as stated in Form ISR-1 at the earliest.

You may use any ONE of the following modes for submission.

1. In Person Verification (IPV): by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s)
2. In hard copy: by furnishing self-attested photocopy (ies) of the relevant document, with date.
3. With e-sign
 - In case your email is already registered with us, you may send the scanned copies of the KYC documents with e-sign at our dedicated email-id: kyc@linkintime.co.in. Kindly mention the email subject line as “KYC Updation – (Company Name) – Folio No. :”
 - Investors can also upload KYC documents with e-sign on our website <https://www.linkintime.co.in>→Investor Service→ KYC →Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empanelled e -sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,

For GPT Infraprojects Limited

Investor Relation Cell (IRC)

KYC Form

To
Link Intime India Private Limited
C-101, 247 Park, L.B.S.Marg, Vikhroli(West), Mumbai - 400083.
Unit : GPT Infraprojects Limited

Date :
Folio No.:
No. of Shares:
Category:
Status :
Serial No:

Dear Sir/Madam,

I/We, refer to the current status of the above-mentioned folio as provided by you in the following table:

Name of the Security Holder	PAN (A)	Specimen Signature (B)	Email ID (C)"	Mobile No. (D)	Nominee Details (E)"
		Registered	Required	Required	Required

Bank Detail:

Name of Bank	Required		
Bank Account Number	Required		
IFSC Number		MICR No.	Required

I/We are forwarding herewith Investor Service Request For ISR-1 along with the required supporting KYC document for updation.

Signature(s):

First Holder	Joint Holder – 1	Joint Holder – 2	Joint Holder - 3

Form ISR – 1

(-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]

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

Date : / /

☐ PAN	☐ Signature	☐ Mobile Number
☐ Bank details	☐ Registered Address	☐ E-mail address

B. Security and KYC Details [to be filled in by the First Holder]

Name of the Issuer Company	Folio No(s)	
Face value of Securities	Number of Securities	
Distinctive number of Securities (Optional)	From	To
E-mail Address		
Mobile Number		

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

Name(s) of the Security holder(s) in Capital as per PAN Copies of PAN of all the Holder(s) duly self-attested with date to be enclosed with this Form.	PAN	PAN Linked to Aadhaar -Y/N Tick any one [✓] *
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

Note: * PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any other date as may be specified by CBDT.

To know the status of your Pan Linked to Aadhaar check on this link: <https://www.incometax.gov.in/iec/foportal>

Bank Account Details of First Holder		
Name of the Bank & Branch	IFSC	
Bank A/c No.	Tick any one [✓]- Acct type ☐ Savings ☐ Current ☐ NRO ☐ NRE ☐ Any other []	

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

Demat Account Number	16 digit DP/CL []
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Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above 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 and documents enclosed are true and correct.

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

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

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

No.	✓	Document/Information/Details	Instruction/Remark
1	☐	PAN of (all) the (joint) holder(s)	PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2	☐	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first Holder	<p>Provide self attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</p> <ul style="list-style-type: none"> ☐ Client Master List (CML) of your Demat Account, provided by the Depository Participant. ☐ Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill* ☐ Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. ☐ Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. ☐ 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. ☐ The proof of address in the name of the spouse* <p>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</p>
4	☐	Bank details	Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio.
5	☐	E-mail address	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	☐	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	☐	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8		Nomination	<p>Submit Form(s) as per any ONE of the following options.</p> <ul style="list-style-type: none"> ☐ SH-13 For First Time Nomination ☐ SH-14 For Change in Existing Nomination ☐ SH-14 and ISR-3 For Cancellation of existing Nomination and to "Opt-Out" ☐ ISR-3 To "OPT-Out" of Nomination or if No-Nomination is required

Note: All the above forms are also available on our website..

Form ISR – 2

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 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="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> 1st Holder </div>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> 2nd Holder </div>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> 3rd Holder </div>
7. Account holder(s) details as per Bank Records		
a) Address		
b) Phone number		
c) Email address		
d) Signature(s)		
1)	2)	3)
<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div>
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

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021)

To,

Date: / /

Name of the Company : -----

Address of the Company : -----

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(s) (From – To)
Tick ✓ as relevant				
Equity / Debentures				

I / We the holder(s) of the securities particulars of which are given hereinabove, **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.

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.

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	_____	Date	
	_____ Pin: _____		

* Use of ISR-3 (ie to Opt-Out of Nomination OR if "No_Nomination" is required by the investor) will be applied for the entire securities against the said Folio.

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	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) (From – To)
Tick ✓ as relevant				
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
Signature			
Name			

Witness Details:

Name of Witness		Signature	
Address of Witness		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.