



IMIL/SE/SH-KYC/0222

February 25, 2022

Online Filing

 BSE Limited

Corporate Relationship Department  
1st Floor, New Trading Ring,  
Rotunda Building, P J Towers,  
Dalal Street, Fort,  
**Mumbai 400 001**  
Stock Code : 517380

 National Stock Exchange of India Limited

Exchange Plaza, 5<sup>th</sup> Floor ,Plot No.C/1, G-Block,  
Bandra Kurla Complex, Bandra (East),  
**Mumbai 400 051**  
Stock Code : IGARASHI

Dear Sir/Madam,

Attn: Compliance Department

**Sub: Communication to the Shareholders with regard to furnishing of PAN, KYC details and Nomination by holders of physical securities-reg**

**Ref: i) SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021**

**ii) SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021**

With reference to the above subject, please find enclosed the communication being sent to the Shareholders of the Company, holding shares in physical form, at their address registered in the Register of Members of the Company to furnish their PAN, KYC details and updation of nomination details.

The same is also available on Company's website at [www.igarashimotors.com](http://www.igarashimotors.com)

This is for your information and records.

Thanking you

Yours faithfully,  
For **Igarashi Motors India Limited**



**P Dinakara Babu**  
**Company Secretary**

**Encl : As stated above**

**IGARASHI MOTORS INDIA LIMITED**

Regd. Off. & Plant 1: Plot B12 to B15, Phase II, MEPZ-SEZ, Tambaram, Chennai - 600 045, India

CIN : L29142TN1992PLC021997 E-mail : [igarashi@igarashimotors.co.in](mailto:igarashi@igarashimotors.co.in)

Tel. : +91-44-4229 8199 / 2262 8199 Fax : +91-44-2262 8143



**CAMEO CORPORATE SERVICES LIMITED**

Subramanian Building, No.1 Club House Road, Chennai 600 002, Tamilnadu  
CIN : [U67120TN1998PLC041613](#); Ph: 91-44-28460390 / 91-44-40020700 (Board);  
Email : [investor@cameoindia.com](mailto:investor@cameoindia.com); Web : [www.cameoindia.com](http://www.cameoindia.com)

Date :

Name of Company : **IGARASHI MOTORS INDIA LIMITED**  
Folio no :

**URGENT**

Name of Sole / First Holder :  
Address

Name of Second Holder : ---

Name of Third Holder : ---

Name of Fourth Holder : ---

Dear Shareholder,

**Sub: Furnishing of PAN, KYC details and nomination by the holders of physical securities**

**Ref: SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655, dated 03.11.2021 and SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14.12.2021**

We hope this communicate finds you and your family in good health.

This has reference to the shares held by you in the above referred company, under the folio number mentioned above. SEBI vide above captioned circulars has stated that it shall be mandatory for all holders of physical securities in listed companies to furnish PAN, KYC details and Nomination.

We, as Registrar and Share Transfer Agents (RTA) of IGARASHI MOTORS INDIA LIMITED observe from our records that a few information in your folio are incomplete. **We request you to go through the details stated in the below table thoroughly and in case any changes required / incomplete information, kindly submit the documents / details as mentioned therein to us immediately on receipt of this letter either through hand delivery at our office or by using the enclosed self-addressed postage pre-paid business reply envelope (BRE).**

Sl. No.	Particulars	Status as per records	Please furnish details in
1	PAN of Sole / First Holder Second Holder Third Holder Fourth Holder	Please provide Please provide Please provide Please provide	Form ISR -1 enclosed – Request for registering PAN, KYC Details or Changes / Updation thereof.
2	Postal Address with PIN (6 digit PIN is mandatory)	Please provide	
3	Email Address	Please provide	
4	Mobile Number – 10 digits	Please provide	
5	Bank Account Details :		
a	Bank Name	Please provide	
b	Branch Name	Please provide	
c	Account Number	Please provide	
d	IFSC	Please provide	
6	Specimen Signature	Please provide	Form ISR-2 enclosed – Confirmation of Signature of securities holder by the Banker.
7	Nomination details	Please provide	Form SH13 – Nomination Form Form ISR-3 – Declaration for 'opting out of Nomination' (Both enclosed).

The above forms can also be downloaded from our website at <https://cambridge.cameoindia.com> and the website of the company –

**On registration of your mobile number and e-mail id in our records, we will send a separate communication for validating the same.**

It may be noted that the folios in which the PAN registered is not linked with Aadhaar as on the notified cutoff date of 31.03.2022 or any other date as may be specified by CBDT shall be frozen. So kindly link your PAN with Aadhaar number at the earliest.

We draw your attention that if the folios wherein any one of the cited documents / details are not available on or after 01.04.2023, the folios shall be frozen. Please note, if the folio continues to remain frozen as on 31.12.2025 the details of securities in the frozen folios shall be informed to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money laundering Act, 2002.

We look forward to your immediate response.

Thanking you,

Yours truly,

**For Cameo Corporate Services Limited**

**Sreepriya K.**

**Vice President & Company Secretary**

**Encl: As above**

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

#### **General Instructions to fill Forms**

1. Please carefully read the form completely before filling it.
2. Avoid over writing in the forms.
3. Supporting documents submitted are to be self-attested by the respective shareholders with date.
4. Form ISR-1 : In case flat maintenance bill, proof of address in the name of spouse is submitted as proof for change in address, additional self-attested copy of ID proof of the holder / claimant to be provided.
5. Form ISR-2 to be filled and submitted if Signature not registered as per Sl.No.6 above. Original cancelled cheque with name of the first / sole shareholder printed on it OR Bank Passbook OR Bank Statement attested by the Bank should be furnished with Form ISR-2.
6. Form ISR-3 **OR** Form SH-13 to be filled and submitted if Nomination is not registered as per Sl.No.7 above.
  - a. Nomination form SH-13 to be filled and forward to us in duplicate.
  - b. As per section (2) of section 72 of Companies Act, 2013, where the securities are held by more than one person jointly, the joint holders may together nominate any person to whom all the rights in the securities of the Company shall vest, in the event of death of all the joint holders.
  - c. If the shares are held jointly, subsequent to the death of anyone of the holders, the shares would not be registered in favour of the nominee but would be transferred in the name of the surviving shareholders.
  - d. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family (HUF) and Power of Attorney holder cannot appoint nominee.
  - e. The shareholder can nominate a minor as a nominee and in that event the name and address of the Guardian shall be provided.
  - f. The nominee shall not be a Trust, Society, Body Corporate, Partnership Firm, Karta of HUF and power of attorney holder.
  - g. Nomination given in the form is for physical securities. The nomination automatically stands cancelled once the shares are dematerialised.
  - h. The Nomination form has to be dated by the nominator and the witness should certify that the nominator has signed the form in presence. Further, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
  - i. Enclose a self-attested copy of PAN card of nominee.

# 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	1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4
2		Demat Account Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

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 (CML) 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: _____ (Pl provide Core Banking Account Number)</p> <p>Account Type : _____</p> <p>MICR No. (9 digits) : _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p style="text-align: center;">Provide the following:</p> <p><input type="checkbox"/> <u>original cancelled cheque</u> with name of security holder printed on it <i>or</i> <u>Bank Passbook</u> <i>or</i> <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	✓ □□□□□□	□□□□□□	□□□□□□

## Mode of submission of documents to the RTA

Please use any one of the following mode;

1. In Person Verification (IPV): by producing the originals to the authorized 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. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

### Note

<ul style="list-style-type: none"><li>• It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).</li></ul>	
<ul style="list-style-type: none"><li>• Upon receipt or up-dation of bank details, the RTA will automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.</li></ul>	
<ul style="list-style-type: none"><li>• RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.</li></ul>	
<ul style="list-style-type: none"><li>• RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.</li></ul>	
<ul style="list-style-type: none"><li>• Specimen Signature</li></ul>	<ul style="list-style-type: none"><li>• Provide banker's attestation of the signature of the holder(s) as per <a href="#">Form ISR – 2</a> in <a href="#">SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021</a>) and</li><li>• <u>original cancelled cheque</u> with name of security holder printed on it <i>or</i> <u>Bank Passbook</u> <i>or</i> <u>Bank Statement</u> attested by the Bank</li></ul>
<ul style="list-style-type: none"><li>• Nomination**</li></ul>	<ul style="list-style-type: none"><li>• Providing Nomination: Please submit the duly filled up Nomination Form (<a href="#">SH-13</a>) <i>or</i> 'Declaration to Opt out of Nomination' as per <a href="#">Form ISR-3</a>, in <a href="#">SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021</a></li><li>• Change in Existing Nomination: Please use <a href="#">Form SH-14</a> in <a href="#">SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655</a></li><li>• Cancellation of Existing Nomination: use <a href="#">Form SH-14</a> &amp; <a href="#">Form ISR – 3</a></li></ul>

\*\* Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR – 3**), has to be furnished by the holder(s) separately for each listed company.

(Page 3 & 4 is for information to investors; print out of the same is not required)

## Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

### Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	‘Exemptions/clarifications to PAN’, as provided in clause D to ‘Instructions/Check List for Filing KYC Forms’ in Annexure – 1 to <a href="#">SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011</a> on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also be applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<ul style="list-style-type: none"> <li>• Banker’s attestation of the signature of the holder(s) as per <a href="#">Form ISR – 2</a></li> <li>• <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></li> </ul>
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none"> <li>• Unique Identification Number (UID) (Aadhaar)</li> <li>• Valid Passport</li> <li>• Driving license</li> <li>• PAN card with photograph</li> <li>• Identity card / document with applicant’s Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions</li> <li>• Marriage certificate</li> <li>• Divorce decree</li> </ul>
5	Present address of the holder is not matching with the address available in the folio	RTA shall issue intimation to both the old and new addresses. <ul style="list-style-type: none"> <li>• In case where the letter is undelivered at the old address, RTA shall not insist for any proof of the old address provided the current address proof is in the form of an address proof issued by a Government Authority.</li> </ul> The above procedure will be applicable for request for change in address of the holder also

*(Page 3 & 4 is for information to investors; print out of the same is not required)*

# 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

Name of Company : \_\_\_\_\_ Folio No. \_\_\_\_\_

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)				
<table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 33%; height: 80px;">1<sup>st</sup> Holder</td><td style="width: 33%; height: 80px;">2<sup>nd</sup> Holder</td><td style="width: 33%; height: 80px;">3<sup>rd</sup> Holder</td></tr></table>	1 <sup>st</sup> Holder	2 <sup>nd</sup> Holder	3 <sup>rd</sup> Holder	
1 <sup>st</sup> Holder	2 <sup>nd</sup> Holder	3 <sup>rd</sup> Holder		
7. Account holder(s) details as per Bank Records				
a) Address				
b) Phone number				
c) Email address				
d) Signature(s)				
1) <table border="1" style="width: 150px; height: 40px;"></table>	2) <table border="1" style="width: 150px; height: 40px;"></table>	3) <table border="1" style="width: 150px; height: 40px;"></table>		
Signature verified as recorded with the Bank				
Seal of the Bank				
Place:	(Signature) Name of the Bank Manager			
Date:	Employee Code 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)

Signature(s)

Sole / First Holder Name

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 rule19(1) of the Companies (Share Capital and Debentures) Rules2014]**

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	CertificateNo.	DistinctiveNo.

**(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:	PIN : _____
g) Email id:	
h) Relationship with the security holder:	
i) Mobile No. of Nominee	
j) PAN No.*	

\* Kindly enclose PAN card copy self-attested by 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	PIN : _____

**(4) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY**

a) Name:	
b) Date of Birth:	
c) Father's / Mother's / Spouse's Name:	
d) Occupation:	e) Nationality :
f) Address:	PIN : _____
g) Email id:	
h) Relationship with the security holder:	
i) Mobile No. of Nominee	
j) Relationship with the minor nominee	

Name :	
Address:	PIN : _____
Name of Security Holder (s)	Signature with date
1.	
2.	
3.	
Witness Name :	
Witness Address:	PIN : _____
Witness Signature with Date	

**NOTE: 1. Nomination form to be filled in duplicate. 2. Furnishing of SH-13 OR ISR-3 is mandatory**

**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]**

Name of the company:

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

or

I/We hereby nominate the following person in place of ..... as 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	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mail id:

vii. Relationship with the Security holder:

(b) IN CASE NEW NOMINEE IS A MINOR--

i. Date of Birth:

ii. Date of attaining majority

iii. Name of guardian:

iv. Address of guardian:

Signature

Name of the Security

Holder (s)

Witness with name and address