

PCL/SE/05/2023-24

31.05.2023

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| The Corporate Relationship Department The Bombay Stock Exchange Ltd. Phiroze Jeejeebhoy Towers, Dalal Street, <u>Mumbai-400 001</u> | The General Manager- Listing National Stock Exchange of India Ltd. “Exchange Plaza”, Bandra-Kurla Complex, Bandra (East), <u>Mumbai-400 051</u> |
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Symbol/Scrip Code: (BSE)530555/(NSE) PARACABLES**Sub: Regulation 30 of SEBI (listing Obligations and Disclosure Requirements) Regulations, 2015**

Pursuant to Regulation 30 SEBI (listing Obligations and Disclosure Requirements) Regulations, 2015 and SEBI Circular bearing reference No. SEBI/HO/MIRSD/MIRSDPoD- 1/P/CIR/2023/37 dated March 16, 2023 read together with SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 and SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 3, 2021 (the "SEBI Circulars") we wish to inform you that the Company has dispatched the enclosed letter to its physical shareholders, urging them to submit/update their KYC details.

The requisite forms are available on the website of the Company and Registrar and Share Transfer Agent (RTA) i.e., Link Intime India Private Limited.

This is for your information and records.
For Paramount Communications Limited

Rashi Goel
Company Secretary & Compliance Officer

Dear Investor,

Subject: - 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.

The salient features and requirements of the circular are as follows:

- A) **Non – updation of KYC : Folios** wherein any ONE of the cited details/documents, (i.e. PAN, Bank Details, Address with PIN code, Mobile Number, Bank Account details, 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 of any service from us, only after furnishing the complete documents / details as mentioned above.
 - To receive any payment including dividend, interest or redemption amount (which would be only through electronic mode) only after they comply with the above stated requirements.
- 2) a) The formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website 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 Original cancelled cheque leaf bearing the name of the security holder or alternatively, submission of copy of bank passbook / statement attested by the bank along 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..

- B) **Mandatory Linkage of PAN with Aadhaar** – It is mandatory to link PAN with Aadhaar number by June 30, 2023, as per the Central Board of Direct Taxes (CBDT). 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, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar number. The securities held in folios which have no PAN registered against the same/ or have Invalid PAN registered on our records, as on 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 Investor Service Request Form ISR-1 printed overleaf, along with 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). Please note the registered shareholder(s) have to visit the office of the RTA for IPV and not their representatives.
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
 - (a) In case your email id is already registered with us, you may send the scanned copies of your KYC documents with additionally e-sign affixed on the documents at our dedicated email-id: kyc@linkintime.co.in. Kindly mention the email subject line as "KYC Updation - (Company Name) - Folio No : _____"
 - (b) Investors can also upload KYC documents with additionally e-sign affixed on the documents on our website <https://www.linkintime.co.in> → Investor Services → 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 Link Intime India Pvt. Ltd
Investor Relation Cell (IRC)

This is a computer generated letter and hence no signature is required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.

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 | □□□□□□□□□□ 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 | □□□□□□□□□□ □□□□□□□□□□ 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: _____</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</u> attested by the Bank #</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">• 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). | |
| <ul style="list-style-type: none">• 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. | |
| <ul style="list-style-type: none">• 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. | |
| <ul style="list-style-type: none">• RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination. | |
| <ul style="list-style-type: none">• Specimen Signature | <ul style="list-style-type: none">• Provide banker's attestation of the signature of the holder(s) as per <u>Form ISR – 2</u> in <u>SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 03, 2021</u>) and• <u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook or Bank Statement attested by the Bank</u> |
| <ul style="list-style-type: none">• Nomination** | <ul style="list-style-type: none">• Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per <u>Form ISR-3</u>, in <u>SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/ CIR/2021/655 dated November 03, 2021</u>• Change in Existing Nomination: Please use <u>Form SH-14</u> in <u>SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655</u>• Cancellation of Existing Nomination: use <u>Form SH-14 & Form ISR – 3</u> |

** 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 <u>SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011</u> on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also 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"> • Banker's attestation of the signature of the holder(s) as per <u>Form ISR – 2</u> • <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> |
| 4 | Mismatch in Name | Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license • PAN card with photograph • 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 • Marriage certificate • Divorce decree |
| 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"> • 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. The above procedure will be applicable for request for change in address of the holder also |

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