



# PUDUMJEE PAPER PRODUCTS LTD.

**Registered Office:**

Survey No. 25, 26, 29 & 30, Chinchwad Road, Near Aditya Birla Hospital,  
Thergaon, Mulshi, Pune, Maharashtra 411 033, India.

**E-mail:** pune@pudumjee.com | **Telephone:** +91 20 4077 3333 / 3061 3333

**CIN:** L21098PN2015PLC153717 | **GSTIN:** 27AAHCP9601Q1ZQ

PUDUMJEE

CP: 439

16<sup>th</sup> July, 2025

<p>The Manager, Listing Department, <b>National Stock Exchange of India Ltd.,</b> Exchange Plaza, 5<sup>th</sup> Floor, Plot No. C/1, G Block, Bandra Kurla Complex, Bandra (E), <u>Mumbai – 400 051.</u></p> <p><b>Scrip Code:- PDMJEPAPER</b></p>	<p>The Manager, Corporate Relationship Department, <b>BSE Ltd.,</b> Phiroze Jeejeebhoy Towers, Dalal Street, <u>MUMBAI – 400 001.</u></p> <p><b>Scrip Code:- 539785</b></p>
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Dear Sir/Madam,

Subject: Intimation of Dispatch of Letter to Shareholders holding Shares in Physical Mode for furnishing KYC details in Compliance with SEBI Circulars.

Pursuant to Regulation 30 read with Part A of Schedule III of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and in compliance with SEBI Circular No.: SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated 10<sup>th</sup> June, 2024 and SEBI Master Circular No.: SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 07<sup>th</sup> May, 2024 including earlier circulars issued in this regard (the Circulars), we inform you that we have sent individual letters to the shareholders of the Company holding shares in physical mode who have not updated any of the KYC details as mandated in the said Circulars against the respective folios, requesting them to update the necessary KYC details with Registrar and Transfer Agents of the Company i.e. KFin Technologies Limited at the earliest.

A copy of the letter sent to the Shareholders (without folio specific details) is enclosed herewith and the same is also being uploaded on the website of the Company i.e., [www.pudumjee.com](http://www.pudumjee.com).

Kindly take above information on your records.

Thanking you,

Yours Faithfully,

For **Pudumjee Paper Products Limited**

Shrihari Waychal  
Company Secretary and Compliance Officer  
ICSI Membership No.: A62562  
Encl.: As Above

**Corporate Office:**

Jatia Chambers, 60, Dr. V. B. Gandhi Marg,  
Kalaghoda, Mumbai 400 001, India

**E-mail:** pudumjee@pudumjee.com |

**Telephone:** +91 22 4355 3333, 2267 4485

**Website:** www.pudumjee.com

Certification by ICS  
Integrated Management System (IMS)  
Registration No.: RI91/11027, Complying with Standards:  
QMS - ISO 9001:2015  
EMS - ISO 14001:2015  
OHSMS - ISO 45001:2018  
HACCP based Food Safety Management System  
Registration No.: RH91/10093, Complying with Standards:  
FSMS - ISO 22000:2018





PUDUMJEE

**PUDUMJEE PAPER PRODUCTS LIMITED**

Registered Office: Thergaon, Pune - 411033.

CIN: L21098PN2015PLC153717, Tel.: 020-40773423

Website: [www.pudumjee.com](http://www.pudumjee.com), e-Mail: [investors.relations@pudumjee.com](mailto:investors.relations@pudumjee.com)

Date:

Folio No. :  
Name of the shareholder :

Dear Shareholder,

**Sub.: 1. Furnishing of PAN, KYC details and Nomination by holders of physical securities  
2. Intimation regarding dividend payment withheld vide SEBI Master Circular dated May 07, 2024**

**Ref.:** 1. SEBI Circular - SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023  
2. SEBI Circular - SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated September 26, 2023  
3. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024  
4. SEBI Circular March 16, 2023, November 17, 2023 and May, 07, 2024 - Regarding dividend payment – withheld.

We draw your attention to our earlier communication dated September 30<sup>th</sup>, 2024 on the subject matter.

We have noticed that you have not furnished some of the following mandatory documents/details against your physical shareholding. We, therefore, request you to furnish the documents/details duly signed, as per the table below (Updation Status as per Company records), to the Registrars & Transfer Agents M/s KFin Technologies Limited immediately on receipt of this letter.

Sr.No.	Particulars	Please furnish details in attached forms
1	PAN	Form No. ISR-1 (Refer below link for download)
2	Address	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details*	Form: SH-13 (Refer below link for download)
8	Declaration to opt out nomination*	Form: ISR-3 (Refer below link for download)

**\*In case you are opting out for giving nomination, submit ISR-3 and SH-13 need not be submitted in such case.**

The aforesaid forms can also be downloaded from the below link of the website of RTA.  
<https://ris.kfintech.com/clientservices/isc/isrforms.aspx>

- Please note that as per the SEBI Circulars, any service request and complaint shall be entertained only upon submission of aforesaid details/documents,
- Please also ensure that your PAN is linked to Aadhaar.
- SEBI, vide its circular dated November 03, 2021 as amended (from time to time) mandated that only those securities holders who have updated their KYC details namely (PAN; Choice of Nomination; Contact Details; Mobile Number and Bank Account Details and Specimen signature) shall be eligible for any payment including dividend in respect of such folios, through electronic mode with effect from April 01, 2024.
- You may also refer to SEBI FAQs by accessing the link : [https://www.sebi.gov.in/sebi\\_data/faqfiles/sep-2024/1727418250017.pdf](https://www.sebi.gov.in/sebi_data/faqfiles/sep-2024/1727418250017.pdf) - (FAQ No 38 & 39)

You are requested to forward the duly filled in forms along with the related documents as mentioned in the respective forms to the following address:

**KFin Technologies Limited,**

**Unit: Pudumjee Paper Products Limited**

Selenium Tower B, Plot 31-32, Gachibowli, Financial District,  
Nanakramguda, Hyderabad – 500 032.

**E-mail - [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)**

The scanned copies of the documents may also be mailed through your registered email id with KFIN Technologies Ltd (RTA) at the mail id [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) duly e-Signed on the forms and all documents.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empaneled eSign Service provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

#### **Dematerialization of shares -**

**We also request you to take immediate action to dematerialize your shares. We request you to consider the fact that holding the shares in dematerialized form have various advantages like transfer of shares, immediate credit of dividend due to linkage of bank account, elimination of risk associated with physical certificates, etc.**

Note –

1. In case the shares have been lodged for demat, please ignore the above.
2. In case you have already submitted ISR Forms to the Company / RTA, please ignore this letter.

Thanking you,

Yours faithfully,

For Pudumjee Paper Products limited

Shrihari Waychal

Company Secretary & Compliance Officer

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