



RUPA & COMPANY LIMITED



Date: May 27, 2023

National Stock Exchange of India Limited  
Exchange Plaza, 5<sup>th</sup> Floor,  
Plot No. C/1, G Block  
Bandra Kurla Complex, Bandra (E)  
Mumbai - 400 051

BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street  
Mumbai - 400 001

**Ref: NSE Symbol- RUPA / BSE Scrip Code- 533552**

**Sub: Intimation to the holders of physical securities pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37, dated March 16, 2023**

Dear Sir/ Madam,

We would like to inform that pursuant to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37, dated March 16, 2023, the Company has sent intimation along with requisite forms to the identified physical shareholders, requesting them to update/ furnish their PAN, KYC and Nomination details.

Further the said requirements has been disseminated on the Company's website [www.rupa.co.in](http://www.rupa.co.in)

A copy of the said intimation is enclosed herewith.

Kindly take the same on record.

Thanking you.

Yours faithfully,  
**For Rupa & Company Limited**

**Manish Agarwal**  
**Company Secretary & Compliance Officer**

*Encl: As above*



**Rupa & Company Limited**

**Registered Office:** Metro Tower, 8<sup>th</sup> Floor, 1, Ho Chi Minh Sarani, Kolkata - 700 071

**Phone:** +91-33-4057 3100; **Fax:** +91-33-2288 1362

**E-mail:** [investors@rupa.co.in](mailto:investors@rupa.co.in) ; **Website:** [www.rupa.co.in](http://www.rupa.co.in)

**CIN:** L17299WB1985PLC038517

**INTIMATION TO THE HOLDERS OF THE PHYSICAL SECURITIES OF RUPA & COMPANY LIMITED**

Dear Shareholder,

**Ref: SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023**

**Sub: Mandatory Furnishing of PAN, KYC details, Nomination and linking of PAN and Aadhaar by holders of physical securities**

Securities and Exchange Board of India ("SEBI") vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, has mandated each holder of physical securities to furnish/update his/her PAN, address, email id, mobile number, bank account details, specimen signature and nomination details. Therefore, you are requested to note the following and provide the relevant documents/information:

Sl. No.	Particulars	Details with documents are required to be submitted to the Registrar & Transfer Agent ("RTA"), Maheshwari Datamatics Private Limited in the following manner:
1	PAN	For registration/ updation in the PAN, Bank details, Address, Email, Mobile number or signature, please provide the details in the prescribed Form <b>ISR-1</b> , along with related documents as stated therein, self-attested by the shareholder(s).
2	Bank Details	
3	Mobile No.	
4	E-mail ID	
5	Address	
6	Signature	
7	Registration/ Updation of Specimen Signature	Please provide <b>ISR 1</b> along with: i. original cancelled cheque with name of the security holder printed on it <b>or</b> Self Attested Bank Passbook / Bank Statement, <b>and</b> ii. Banker's attestation of the signature in Form <b>ISR-2</b> , annexed herein.
8	Nomination	Please provide duly completed prescribed forms as applicable: - for registration of Nomination in Form <b>SH-13</b> ; - for cancellation or change in existing nomination in Form <b>SH-14</b> ; - declaration for opting out from Nomination in Form <b>ISR-3</b> after cancelling the existing nomination, if any, through Form <b>SH-14</b> .

The aforesaid forms can be downloaded from the website of the Company at [www.rupa.co.in](http://www.rupa.co.in) or the RTA at [www.mdpl.in](http://www.mdpl.in)

In this connection, it may please be noted that the folios wherein any one of the above mentioned document / details are not available **on or after October 01, 2023**, shall be frozen by RTA. The security holders of the frozen folios shall be eligible to lodge grievance or avail any service request from the RTA only after furnishing the complete documents/ details, as aforesaid. Further w.e.f. April 01, 2024, dividend in respect of such frozen folios shall be paid electronically only, upon complying with the aforesaid requirements. However, the RTA shall revert the frozen folios to normal status upon receipt of all the documents/details as aforementioned.

**Post December 31, 2025**, the frozen folios shall be referred by the RTA/ the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/ or Prevention of Money Laundering Act, 2002.

Please note that the PAN to be furnished should be mandatorily linked with Aadhaar number of the holder by **June 30, 2023** or any other date as may be specified by Central Board of Direct Taxes. The folios in which PANs are not linked within the specified date shall also be frozen.

In order to avoid freezing of your folio, you are requested to forward the duly filled in documents along with the related proofs as mentioned above to the following address:

**Maheshwari Datamatics Private Limited**

**(Unit: Rupa & Company Limited)**

23 R.N. Mukherjee Road, 5<sup>th</sup> Floor

Kolkata – 700 001

Phone: 033-2248 2248 / 033-2243 5029

E-mail: [mdpldc@yahoo.com](mailto:mdpldc@yahoo.com)

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

In case of any queries/clarification, please contact the Company or the Registrar & Transfer Agent.

**Yours faithfully,**

**For Rupa & Company Limited**

**Manish Agarwal**

**Company Secretary & Compliance Officer**

This is a computer generated letter and does not require any signature