



Syncom Formulations (India) Limited

A WHO-GMP & ISO 9001-2000 Certified Company

CIN No.: L24239MH1988PLC047759

SYNCOM/SE/2025-26

17th July, 2025

Online filing at: www.listing.bseindia.com and
<https://neaps.nseindia.com/NEWLISTINGCORP/login.jsp>

To,
BSE Limited
Phiroze Jeejeebhoy Tower,
Dalal Street,
Mumbai (M.H.) 400 001
BSE CODE:524470

To,
National Stock Exchange of India Limited
Exchange Plaza, C-1, Block G,
Bandra Kurla Complex, Bandra (E),
Mumbai- 400051
NSE SYMBOL: SYNCOMF

Subject: Dispatch of KYC letters to the shareholders requiring copy of Bank Account Details, copy of PAN Card, KYC Details and Nomination as per SEBI Circular.

Dear Sir/Mam,

Pursuant to SEBI Circular, dated November 03, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023) and SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024, we would like to inform that, Registrar & Share Transfer agent M/s Ankit Consultancy Pvt. Ltd. is in process of dispatch of the letters to the shareholders related to mandatory furnishing of PAN, Choice of Nomination, Contact Details, Mobile Number, Bank Account Details and Specimen Signature.

Please note that w.e.f. 1st April, 2024 payment of Dividend/Interest or Redemption, if any, shall be routed through electronic mode only. Therefore, Shareholders are advised to update KYC details accordingly.

A sample copy of the letter dispatched to the shareholders in compliance of Regulation 30 read with Schedule III Part A Para A Clause No. 12 of SEBI (LODR) Regulations, 2015 is enclosed.

You are requested to please take on record the above matter for your reference and record.

Thanking You,
Yours Faithfully,
FOR, SYNCOM FORMULATIONS (INDIA) LIMITED

CS VAISHALI AGRAWAL
COMPANY SECRETARY &
COMPLIANCE OFFICER

Encl: - a/a

Bringing a smile on every face...

Regd. Off. : 7, Niraj Industrial Estate, Off Mahakali Caves Road, Andheri (East), MUMBAI-400 093, INDIA, Tel.: 91-022-30887744-54, Fax: 91-022-30887755, Email: sfil87@syncomformulations.com

Works : 256-257, Sector-I, PITHAMPUR, Dist.-Dhar, M.P. - 454 775, INDIA, Tel.: 91-07292-403122, 407039, Fax: 91-07292-253404, Email: assistant2@sfil.in

Corp. Off. : 207, Saket Nagar, Near Saket Club, INDORE - 452 018, INDIA. Tel. : 91-0731-2700458, Email : finance@sfil.in

Website : <http://www.sfil.in>



Syncom Formulations (India) Limited

A WHO-GMP & ISO 9001-2000 Certified Company

CIN: L24239MH1988PLC047759

S. No.

Date :

Name of sole

/First Holder :

Address :

Registered Folio No. :

Number of shares held :

Second Holder :

Third Holder :

SAMPLE

Dear Shareholder,

Sub. : Mandatory furnishing of PAN, KYC Contact Details (Postal Address with PIN and Mobile Number), Bank Account Details and Nomination by holders of physical securities.

Ref. : SEBI Circular dated November 03, 2021 subsequently amended by circulars dated December 14, 2021, March 16, 2023, Master circular dated May 17, 2023 and November 17, 2023 (now rescinded due to issuance of the Master Circular for Registrars to an Issue and Share Transfer Agents dated May 7, 2024)

In compliance with the above SEBI Circular(s), it is mandated for holders of physical securities to provide their PAN, Choice of Nomination, Contact Details (Postal Address with PIN and Mobile Number) Bank Account Details and Specimen Signature to the Registrar and Share Transfer Agent (RTA) of the Company.

Further as per the RTA records it is observed that you have not furnished the following documents / details to our RTA: (Refer Table -1 below):

Bringing a smile on every face...

Regd. Off. : 7, Niraj Industrial Estate, Off Mahakali Caves Road, Andheri (East) MUMBAI - 400093, INDIA Tel.: +91-022-30887744-54,
Email : sfil87@syncomformulations.com
Works : 256-257, Sector-1, PITHAMPUR, Dist.-Dhar, M.P. - 454 775, India, Tel.: +91-7292-403122 / 407039, Email: assistant2@sfil.in
Corp. Off. : 207, Saket Nagar, Near Saket Club, INDORE - 452018, India. Tel.: +91-0731-27007458, Email: finance@sfil.in, Website : http://www.sfil.in

P.T.O.

Note:

1. It shall be mandatory for all holders of physical securities in listed companies to furnish PAN, Choice of Nomination, Contact details (Postal Address with PIN and Mobile Number), Bank A/c details and Specimen signature for their corresponding folio numbers.

Folios without PAN, KYC details and Nomination.

The security holder(s) whose folio(s) do not have PAN, Choice of Nomination, Contact Details, Bank Account Details and Specimen Signature updated, shall be eligible: → to lodge grievance or avail any service request from the RTA only after furnishing PAN, KYC details and Nomination. → For any payment including dividend, interest or redemption payment in respect of such folios, only through electronic mode with effect from April 01, 2024. An intimation shall be sent by the Listed Company to the security holder that such payment is due and shall be made electronically only upon complying with the requirements stated in para 19.1 of this Master Circular.

2. For 'Nomination': Nomination through Form SH-13 or cancellation or variation in nomination through Form SH-14 as provided in the Rule 19 of Companies (Shares capital and debenture) Rules, 2014.

OR

For 'Declaration to Opt-out': The security holder can opt out of nomination through Form ISR-3 after cancelling his existing nomination, if any, through Form SH-14.

Contact details

3. All holders of physical securities in listed companies shall register the postal address with PIN for their corresponding folio numbers. It shall be mandatory for the security holders to provide mobile number. Moreover, the RTAs/listed companies will encourage the security holders to register e-mail ID also to avail the online services. The security holder can register/update the contact details through form ISR-1.
4. Bank account details (Bank and Branch name, bank account number, IFS code) All holders of physical securities in listed companies shall register the bank account details for their corresponding folio numbers. Upon processing of request for registration/updation of bank details through Form ISR-1, the RTA shall, suo-moto, generate request to the company's bankers to pay electronically, all the moneys of/ payments to the holder that were previously unclaimed / unsuccessful.
5. Specimen signature - All holders of physical securities in listed companies shall register the specimen signature for their corresponding folio numbers.
6. The security holder(s) whose folio(s) do not have PAN, Choice of Nomination, Contact Details, Bank Account Details and Specimen Signature updated, shall be eligible:
 - to lodge grievance or avail any service request from the RTA only after furnishing PAN, KYC details and Nomination.
 - for any payment including dividend, interest or redemption payment in respect of such folios, only through electronic mode with effect from April 01, 2024. An intimation shall be sent by the Listed Company to the security holder that such payment is due and shall be made electronically only upon complying with the requirements.
7. The relevant formats for Nomination and Updation of PAN/ KYC details and SEBI circulars are available at company website. The relevant formats are also available on the website of our RTA at www.ankitonline.com as per the following links.

Table-2

Form	Website Link
ISR-1	https://www.ankitonline.com/PDF/ISR_1.pdf
ISR-2	https://www.ankitonline.com/PDF/ISR_2.pdf
ISR-3	https://www.ankitonline.com/PDF/Form_ISR_3.pdf
SH-13	https://www.ankitonline.com/PDF/form_sh_13_registration_of_nomination.pdf
ISR-4	https://ankitonline.com/PDF/Form_ISR_4_circular.pdf
ISR-5	https://ankitonline.com/PDF/Form_ISR_5.pdf
SH-14	https://www.ankitonline.com/Content/Doc/Name/PANKYC/SH-14%20Cancellation%20or%20variation%20of%20nomination_.pdf
SEBI circular dated 03.11.2021	https://ankitonline.com/Content/Doc/SEBI/03.11.2021.PDF
SEBI circular dated 14.12.2021	https://ankitonline.com/Content/Doc/SEBI/14.12.2021.pdf
SEBI circular dated 16.03.2023	https://www.ankitonline.com/Content/Doc/SEBI/16_March_2023.pdf
SEBI Master Circular dated 17.05.2023	https://www.ankitonline.com/Content/Doc/SEBI/17.05.2023_Master_circular.pdf
SEBI circular dated 17.11.2023	https://ankitonline.com/Content/Doc/SEBI/17.11.2023.pdf
SEBI Master Circular dated 07.05.2024	https://www.ankitonline.com/Content/Doc/SEBI/07.05.2024_Master_Circular.pdf

We, therefore request you to furnish the documents / details, as per Table 1 given above, to our RTA, M/s Ankit Consultancy Private Limited at the earliest

Please note that you may use any ONE of the following modes for submission:

- a) through 'In Person Verification' (IPV): the authorized person of the RTA shall verify the original documents furnished by the investor and retain copy(ies) with IPV stamping with date and initials
- b) through hard copies which are self-attested and dated
- c) through electronic mode with e-sign, as elaborated under the said circular.

The Contact details of our RTA are given below:

M/s. Ankit Consultancy Pvt. Ltd.

60, Electronic Complex, Pardeshipura, Indore (M.P.) - 452 010

Tel. No. 0731-4065799, 4065797, 4949444

Email : investor@ankitonline.com / Website : www.ankitonline.com

Thanking you.

Yours faithfully,

For, Syncom Formulations (India) Limited

Sd/-

Vaishali Agrawal

Company Secretary & Compliance Officer