



Syncom Formulations (India) Limited

A WHO-GMP & ISO 9001-2015 Certified Company

CIN No. : L24239MH1988PLC047759

SYNCOM/SE/2023-24

30th May, 2023

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 PAN Card, KYC Details and Nomination by holders of physical securities as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023.

Dear Sir/Mam,

Pursuant to aforesaid SEBI Circular, we would like to inform that, Registrar & Share Transfer agent M/s Ankit Consultancy Pvt. Ltd. has dispatched the letters to the shareholders related to mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023.

Specimen copy of the letter dispatched to the shareholders in compliance of the above said SEBI Circular is being enclosed for your reference and records.

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

VAISHALI AGRAWAL
Digitally signed by
VAISHALI AGRAWAL
Date: 2023.05.30
19:24:54 +05'30'

**CS VAISHALI AGRAWAL
COMPANY SECRETARY &
COMPLIANCE OFFICER**

Encl: - a/a

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Syncom Formulations (India) Limited

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CIN No.: L24239MH1988PLC047759

Date:

S. No.
Name of sole
/First Holder
Address :

Registered Folio No.:

Number of shares held :

Second Holder :

Third Holder :

Dear Shareholder,

Sub.: Mandatory Furnishing of PAN, KYC details and Nomination by holders of physical securities.

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

In compliance with the above SEBI Circular, it is mandated for holders of physical securities to provide their PAN, Email address, Mobile No., Bank Account Details and Nomination to the Registrar and Share Transfer Agent (RTA) of the Company.

As per the RTA records it is observed that you have not furnished the following documents / details to our RTA (Refer Table -1 as may be inserted by the RTA based on verification documents available with them):

Note:

1. The relevant formats for Nomination and Updation of PAN/ KYC details viz; ISR-1, ISR-2, ISR-3, SH-13, SH- 14 and SEBI circular 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
SH-14	https://www.ankitonline.com/Content/Doc/Name/PANKYC/SH-14%20_Cancellation%20or%20variation%20of%20nomination_.pdf
SEBI circular dated 16.03.2023	https://www.ankitonline.com/Content/Doc/SEBI/16_March_2023.pdf

SAMPLE/SPECIMEN

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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>



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2. Folios wherein any one of the cited document/ details are not available **on or after September 30, 2023**, shall be frozen by the Registrars and Share Transfer Agent of the Company (RTA).
3. The holders of the securities in the frozen folios shall be eligible to lodge grievance or avail service request from the RTA only after furnishing the complete documents / details as per the prescribed format as mentioned above as per the said SEBI Circular
4. The holders of the securities in the frozen folios eligible for any payment including dividend, interest or redemption payment only through electronic mode and an intimation from the RTA to the holder that the aforesaid such payment is due and shall be made electronically upon complying with the requirements in as per the said SEBI Circular.
5. After December 31, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/ or Prevention of Money Laundering Act, 2002.
6. The RTA shall revert the frozen folios to normal status upon receipt of all the prescribed documents / details as mentioned above in accordance with Paragraph 4 of the said SEBI Circular or upon dematerialization of all the securities in such folios.

Further as required by the Income tax Authorities PAN shall be valid only if it is linked to Aadhaar by June 30, 2023 or any other date as may be prescribed by the CBDT, if not linked earlier, to avoid freezing of your folio.

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, 0731- 4949444
Email : investor@ankitonline.com
Website : www.ankitonline.com

Thanking you.

Yours faithfully,

For, SYNCOM FORMULATIONS (INDIA) LIMITED

Sd/-

VAISHALI AGRAWAL

COMPANY SECRETARY

AND COMPLIANCE OFFICER

SAMPLE/SPECIMEN

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