



# VIJI FINANCE LIMITED

CIN: L65192MP1994PLC008715

Registered Office: 11/2, Usha Ganj, Jaora Compound, Indore (M.P.)-452001  
Tel. 0731-4246092, Email id- info@vijifinance.com, Website-www.vijifinance.com

Dated: 13<sup>th</sup> June, 2025

To, <b>The Secretary (DCS/Compliance),</b> Corporate Relationship Department, <b>BSE Limited</b> Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai-400001	To, <b>The Secretary (Listing/Compliance),</b> <b>National Stock Exchange of India Limited</b> Exchange Plaza, Bandra Kurla Complex Mumbai-400001
To, <b>The Secretary,</b> <b>The Calcutta Stock Exchange Limited</b> 4, Lyons Range, Dalhousie, Murgighata, B B D Bagh, Kolkata, West Bengal 700001	

Subject: Intimation to the holders of physical shares in terms of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 and SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023 regarding mandatory furnishing of PAN, KYC details and Nomination.

**Reference: Viji Finance Limited (BSE Scrip Code: 537820; CSE Scrip Code: 032181; NSE Symbol: VIJIFIN; ISIN: INE159N01027)**

Dear Sir/ Madam,

In terms of Regulation 30 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 and SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023 (the "SEBI Circular") as amended from time to time, please find enclosed copy of letter to be dispatched to shareholders holding shares in physical form. The Shareholders holding shares in physical mode are requested to furnish their PAN, KYC, Bank Details and Nomination details for updating to registrar and Share transfer Agent i.e. Ankit Consultancy Private Limited as per the forms prescribed by SEBI.

You are requested to please take on record the above said information for your reference and further needful.

Thanking You

Yours faithfully

**FOR VIJI FINANCE LIMITED**

**VIJAY KOTHARI**  
**CHAIRMAN & MANAGING DIRECTOR**  
**DIN: 00172878**  
(Encl.: As above)



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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 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):

**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](http://www.ankitonline.com) as per the following links.

Table -2

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

dated 17.11.2023	
SEBI Master Circular dated 07.05.2024	<a href="https://www.ankitonline.com/Content/Doc/SEBI/07.05.2024 Master Circular.pdf">https://www.ankitonline.com/Content/Doc/SEBI/07.05.2024 Master Circular.pdf</a>

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 applicable circular.

The Contact details of our RTA are given below:

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 VIJI FINANCE LIMITED**

**VIJAY KOTHARI  
CHAIRMAN & MANAGING DIRECTOR  
DIN: 00172878**