



## RANA SUGARS LIMITED

REGD. OFFICE: SCO 49-50, SECTOR 8-C, MADHYA MARG, CHANDIGARH- 160 009 (INDIA)  
CIN: L15322CH1991PLC011537, Website: [www.ranasugars.com](http://www.ranasugars.com), E-mail: [info@ranagroup.com](mailto:info@ranagroup.com)  
TEL.: 0172-2540007, 2549217, 2541904, 2779565, 2773422, FAX: 0172-2546809

March 11, 2022

**Sub: Request to furnish PAN, KYC details and Registration of Nomination in the folio of the holders of physical securities**

**Ref.: SEBI Circular (SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655) dated November 03, 2021 and subsequent clarification released in this regard**

**Dear Shareholder(s),**

Pursuant to the captioned circular, SEBI, as an ongoing measure to enhance the ease of doing business for investors in the securities market has mandated the following:

- furnishing of PAN, email address, mobile number, bank account details, signature updation and registration of nomination by holders of physical securities,
- any service request of the shareholder shall be entertained only upon registration of the PAN, Bank details and the nomination,
- shareholder to ensure that his/her PAN is linked to Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of his/her folio.

We observe from our records that you have not furnished some of the mandatory documents/ details against your shareholding in the physical folio. In this regard, we would request you to furnish the documents/ details, as per the table below, to the Registrar & Share Transfer Agent ("RTA") viz. M/s. Alankit Assignments Limited immediately on receipt of this letter.

Sr. No.	Particulars (Please select V for updating the credentials)		Please furnish details in
1	<input type="checkbox"/> PAN	<input type="checkbox"/> Address	Form: ISR-1
	<input type="checkbox"/> Email Address	<input type="checkbox"/> Mobile No.	
	<input type="checkbox"/> Demat account details	<input type="checkbox"/> Bank Details	
2	<input type="checkbox"/> Signature updation		Form: ISR-2
3	<input type="checkbox"/> Declaration to opt out nomination		Form: ISR-3*
4	<input type="checkbox"/> Nomination details		Form: SH-13
5	<input type="checkbox"/> Cancellation or Variation of nomination		Form: SH-14**

\*In case you wish to opt-out of the nomination, then no requirement to submit SH-13, only ISR-3 is to be submitted

\*\*In case of cancellation of nomination through Form SH-14, then 'Declaration to Opt-out' shall be provided by the holder(s)

The aforesaid forms can be downloaded from the website of the Company or RTA at: [www.ranasugars.com](http://www.ranasugars.com) from Investor Section and [www.alankit.co.in](http://www.alankit.co.in) (KYC updation as per SEBI Circular).

**Freezing of Folios without PAN, KYC details and Nomination:**

- Wherein any one of the aforesaid document/ details are not available **on or after April 01, 2023**, your folio shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and shall not be eligible for receipt of dividend in physical mode;
- On or after December 31, 2025**, the frozen folio(s) shall be referred by the RTA/ Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

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

**M/s. Alankit Assignments Limited,**  
205-208, Anarkali Market, Jhandewalan Extension, New Delhi-110 055.  
Tel. No. 011-42541234

Alternatively, you may also send the documents through your registered email (if registered in the folio) to [rta@alankit.com](mailto:rta@alankit.com) after applying e-sign# on the forms and proofs.

**#Note:** 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 empanelled 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.

**At this juncture, we once again request the shareholders holding shares in physical form for getting their physical shares converted to demat at the earliest.**

Thanking you,

Yours faithfully,

**For Rana Sugars Limited**

**Sd/-**

**Suresh Kumar**

**Company Secretary & Compliance Officer**

# Form ISR – 1

(-SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box)

Date : / /

<input type="checkbox"/> PAN	<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
<input type="checkbox"/> Bank details	<input type="checkbox"/> Registered Address	<input type="checkbox"/> E-mail address

B. Security and KYC Details [ to be filled in by the First Holder ]

Name of the Issuer Company	Folio No(s)	
Face value of Securities	Number of Securities	
Distinctive number of Securities (Optional)	From	To
E-mail Address		
Mobile Number		

C. I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

Name(s) of the Security holder(s) in Capital as per PAN Copies of PAN of all the Holder(s) duly self-attested with date to be enclosed with this Form.	PAN	PAN Linked to Aadhaar -Y/N Tick any one [✓] *
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

**Note:** \* PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any other date as may be specified by CBDT.

To know the status of your PAN Linked to Aadhaar check on this link: <https://www.incometax.gov.in/iec/foportal>

Bank Account Details of First Holder		
Name of the Bank & Branch	IFSC	
Bank A/c No.	Tick any one [✓]- Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [ ]	

**Note:** Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

Demat Account Number	16 digit DP/CL [ ]
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Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

**Authorization:** I / We authorise you (RTA) to update the above PAN and KYC details in my / our above folio(s) (use Separate Annexure if extra space is required) in which I / we are the holder(s). [ strike off what is not applicable ]

**Declaration:** All the above facts and documents enclosed are true and correct.

First Holder	Joint Holder - 1	Joint Holder - 2	Joint Holder - 3
Signature			
Name			
Address			
PIN			

**Note:** If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

**I/We are submitting documents as per Table below** (tick✓as relevant, refer to the instructions):





No.	✓	Document/Information/Details	Instruction/Remark
1	<input type="checkbox"/>	<b>PAN of (all) the (joint) holder(s)</b>	PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2	<input type="checkbox"/>	<b>Demat Account Number</b>	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		<b>Proof of Address of the first Holder</b>	<p><b>Provide self attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Client Master List (<b>CML</b>) of your Demat Account, provided by the Depository Participant.</li> <li><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill*</li> <li><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</li> <li><input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</li> <li><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</li> <li><input type="checkbox"/> The proof of address in the name of the spouse*</li> </ul> <p><b>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</b></p>
4	<input type="checkbox"/>	<b>Bank details</b>	Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio.
5	<input type="checkbox"/>	<b>E-mail address</b>	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	<b>Mobile</b>	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	<b>Specimen Signature</b>	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8		<b>Nomination</b>	<p><b>Submit Form(s) as per any ONE of the following options.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>SH-13</b> For First Time Nomination</li> <li><input type="checkbox"/> <b>SH-14</b> For Cancellation or Variation in Nomination</li> <li><input type="checkbox"/> <b>SH-14 and ISR-3</b> For Cancellation of Nomination and to "Opt-Out"</li> <li><input type="checkbox"/> <b>ISR-3 To "OPT-Out"</b> of Nomination or if No-Nomination is required</li> </ul>

**Note:** All the above forms are also available on our website..

# Form ISR – 2

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03,2021)

## Confirmation of Signature of Securities Holder by the Banker

1. Bank Name and Branch			
2. Bank contact details			
Postal Address			
Mobile/Tel number			
E-mail address			
3. Bank Account number		attach original cancelled cheque leaf	
4. Account opening date			
5. Account holder's PAN		Account Holder's Name	
i)		i)	
ii)		ii)	
iii)		iii)	
iv)		iv)	
6. Latest photograph of the account holder(s)			
<div style="border: 1px solid black; width: 150px; height: 120px; margin: 10px auto; text-align: center;">i)- Holder Photo</div>		<div style="border: 1px solid black; width: 150px; height: 120px; margin: 10px auto; text-align: center;">ii)- Holder Photo</div>	
<div style="border: 1px solid black; width: 150px; height: 120px; margin: 10px auto; text-align: center;">iii)- Holder Photo</div>		<div style="border: 1px solid black; width: 150px; height: 120px; margin: 10px auto; text-align: center;">iv)- Holder Photo</div>	
7. Account holder(s) details as per Bank Records			
a) Address			
b) Mobile/Tel number			
c) Email address			
d) Signature(s) of the Holder(s)			
i)		<div style="border: 1px solid black; width: 250px; height: 80px; margin: 10px auto;"></div> <p style="text-align: center;">Bank Manager's Signature and Bank Seal</p>	
ii)			
iii)			
iv)			
-- (To be Mandatorily Filled by the Bank Official) --			
Place:		Name of the Bank Manager :	
Date:		Employee Code :	
Mobile / Tel no:		Email_id :	

# Form ISR - 3

## Declaration Form for Opting-out of Nomination by Holders of Physical Securities in Listed Companies

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021)

To,

Date: / /

Name of the Company : -----

Address of the Company : -----

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### PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities *	Certificate No.	Distinctive No(s) ( From – To )
Tick ✓ as relevant				
Equity / Debentures				

I / We the holder(s) of the securities particulars of which are given hereinabove, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

I/ We understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

### Signature(s) as per Specimen recorded with the Company.

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
<u>Signature</u>			
<u>Name</u>			

### Witness Details:

Name of Witness		Signature	
Address of Witness	_____	Date	
	_____ Pin: _____		

\* Use of ISR-3 (ie to Opt-Out of Nomination OR if "No\_Nomination" is required by the investor ) will be applied for the entire securities against the said Folio.

**Form No. SH-13****Nomination Form**

Pursuant to section 72 of the Companies Act, 2013 and rule  
19(1) of the Companies (Share Capital and Debentures) Rules 2014] Date:     /     /

To,

Name of the Company : .....

Address of the Company: .....

I/We, the holder(s) of the securities particulars of which are given hereunder, wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

**(1) PARTICULARS OF THE SECURITIES** (in respect of which nomination is being made) :

Nature of Securities	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) ( From – To )
Tick ✓ as relevant				
Equity / Debs/ Bonds				

**(2) PARTICULARS OF NOMINEE/S** — [Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio ]

Name of Nominee			
Address of Nominee		Date of Birth	{   -   -   }
Father's/Mother's/ Spouse's name		Occupation	
Relationship with the security holder		Nationality	
E-mail_id		Mobile No	

**(3) IN CASE NOMINEE IS A MINOR** —

Name of Guardian		Date of Birth	{   -   -   }
Address of Guardian		Date of attaining majority	{   -   -   }

Signature(s) as per Specimen recorded with the Company.

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
<u>Signature</u>			
<u>Name</u>			

**Witness Details:**

Name of Witness		Signature	
Address of Witness		Date	

\* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.

**Form SH-13 - INSTRUCTIONS**

[Please follow the instructions given below very carefully while filling in your Nomination request.]

- 1. Nomination can be made only by individuals** applying/holding securities on their own behalf, singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The nomination will be registered only when it is complete in all respects including the signature of (a) all registered holder(s) (as per specimen lodged with the Company) /RTA and (b) the complete details of the nominee and witness being furnished.
  - 2.** A minor can be nominated by a holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).
  - 3.** The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a nominee on re-patriable basis provided RBI approval granted to the nominee is registered with the Company / RTA.
  - 4.** In case you have multiple folios, then you may take a photocopy of this Form.
  - 5.** Nomination request would be considered for securities held in physical form only.
  - 6.** The nomination will be valid, if the registration of Nomination is done before the demise of the holder.
  - 7.** The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).
  - 8.** The Holder(s) can override (delete or change) an earlier nomination by executing a fresh Nomination Form SH-14 for which a fresh registration number will be allotted. The earlier nomination will automatically stand cancelled.
  - 9.** In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.
  - 10.** Nomination registration number will be allotted upon successful registration.
  - 11.** The Company / RTA will entertain claims of registered nominees only.
  - 12.** The Nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.
  - 13.** Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
- **For Office Use Only**
- Nomination Registration Number :
- Date of Registration :
- Checked and Signature of Employee :

**Form No. SH-14****Cancellation or Variation of Nomination**

[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies  
(Share Capital and Debentures) Rules 2014]

To,

Date: / /

Name of the Company : \_\_\_\_\_

Address of the Company: \_\_\_\_\_

I/We, hereby cancel the nomination(s) made by me/us in favour of.....  
.....(name and address of the nominee) in respect of the below mentioned securities.

**or**

I/We hereby nominate the following person in place of .....as nominee in  
respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

**(1) PARTICULARS OF THE SECURITIES** (in respect of which nomination is being cancelled / varied):

Nature of Securities	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) ( From – To )
Tick ✓ as relevant				
Equity / Debs/ Bonds				

**(2) PARTICULARS OF THE NEW NOMINEE/S** — [Use photocopies of this Form-SH-14 in case of additional Multiple New Nominations in the same folio ]

Name of Nominee			
Address of Nominee		Date of Birth	{ - - }
Father's/Mother's/ Spouse's name		Occupation	
Relationship with the security holder		Nationality	
E-mail_id		Mobile No	

**(3) IN CASE NEW NOMINEE IS A MINOR —**

Name of Guardian		Date of Birth	{ - - }
Address of Guardian		Date of attaining majority	{ - - }

Signature(s) as per Specimen recorded with the Company.

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Signature			
Name			

**Witness Details:**

Name of Witness		Signature	
Address of Witness	_____ Pin _____		
		Date	

\* New Nomination will be registered for entire holding in the folio. In case of more than one new-nominee, the ratio should be furnished & separate form to be filled for each of the new-nominee.



<b>Form SH-14 - INSTRUCTIONS</b>	
[Please follow the instructions given below very carefully while filling in your request for Cancellation/Variation in Nomination registered.]	
<u>Upon successful execution of SH-14, the earlier Nomination shall stand cancelled.</u>	
<b>1.</b>	<b>The New-Nomination can be made only by individuals</b> applying/holding securities on their own behalf singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The new nomination will be registered only when it is complete in all respects including the signature of (a) all registered holders (as per specimen lodged with the Company / RTA ) and (b) the complete details of the new nominee and witness being furnished.
<b>2.</b>	A minor can be nominated as a new nominee by holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).
<b>3.</b>	The new nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a new nominee on re-patriable basis provided RBI approval granted to the new nominee is registered with the Company.
<b>4.</b>	In case you have many folios, then you may take a photocopy of this form.
<b>5.</b>	Request for Change/Cancellation in Nomination in Form SH-14 will be considered for securities held in physical form only.
<b>6.</b>	The new nomination will be valid, if the registration of Nomination is done before the demise of all the holders in the folio.
<b>7.</b>	The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).
<b>8.</b>	In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.
<b>9.</b>	Fresh Nomination registration number will be allotted upon successful registration.
<b>10.</b>	The Company / RTA will entertain claims of registered nominees only.
<b>11.</b>	The new nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.
<b>12.</b>	In case the nomination already registered is being cancelled by submission of SH-14 and a fresh nomination is not being registered, the security holder(s) is/are mandatorily required to submit Form ISR-3 to 'Opt Out' of Nomination.
<b>13.</b>	Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
<b>■ FOR OFFICE USE ONLY</b>	:
<b>■ Nomination Registration Number</b>	:
<b>■ Date of Registration</b>	:
<b>■ Checked and Signature of Employee</b>	: