



**Group
Cheviot**

CHEVIOT COMPANY LIMITED

CIN: L65993WB1897PLC001409

Registered & Administrative Office

24, Park Street, Magma House, 9th Floor, Kolkata-700 016

Ph: +91 82320 87911/12/13; Email: cheviot@chevjute.com; Website: www.groupcheviot.net

Date: January 1, 2022

Dear Member

Sub: Intimation for furnishing of PAN, KYC details, Nomination and compulsory linking of Aadhaar with PAN by holders of physical shares

Ref.: SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021

We hope this communication finds you safe and in good health.

This is to inform that the Securities and Exchange Board of India has made it mandatory for all holders of physical shares to furnish the following documents / details to the Registrar and Share Transfer Agent (RTA):

- (a) PAN;
- (b) Nomination in Form SH-13 (Shareholder(s) can change their nominee through Form SH-14 or submit declaration to opt-out in Form ISR-3);
- (c) Contact details (Postal address with PIN, Mobile number, E-mail address);
- (d) Bank account details (bank name and branch, bank account number, IFS code); and
- (e) Specimen Signature of the shareholder(s).

You are therefore requested to submit (i) **Form ISR-1** to update your KYC details; (ii) **Form ISR-2** to update your specimen signature and (iii) **Form SH-13 / Form SH-14 / Form ISR-3** (as may be relevant in your case) to update your nomination details with the RTA at the following address:

Maheshwari Datamatics Private Limited

Unit: Cheviot Company Limited

Contact Person: Mr. Ravi Bahl

23, R. N. Mukherjee Road, 5th Floor, Kolkata – 700 001

Tel. No.: 033 2248 2248 | Fax No.: 033 2248 4787 | M: 70034 76465

Email ID: mdpldc@yahoo.com | Website: www.mdpl.in

Please note that from **January 1, 2022**, the RTA shall not process any service requests or complaints received from the holder(s) / claimant(s) of physical shares, till PAN, KYC and Nomination documents/details are received. Moreover, the folios wherein any one of the cited document / detail is not available on or after April 01, 2023, shall be frozen by the RTA.

Contd... (2)



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(2)

Further, as per Central Board of Direct Taxes (CBDT) notification G.S.R 112(E) dated February 13, 2020, the Permanent Account Number (PAN) of a person shall become inoperative if it is not linked with Aadhaar by March 31, 2022 or any other date specified by CBDT. Please note that the folios in which PANs is / are not valid as on the notified cut-off date of March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.

The format of Form ISR-1; Form ISR-2; Form ISR-3; Form SH-13 and Form SH-14 are enclosed herewith. You are requested to take immediate action to submit the aforesaid document / detail with the RTA.

All the forms mentioned in this communication are also available on the website of the Company (<https://www.groupcheviot.net>) and on the website of the RTA (<https://www.mdpl.in>).

Thanking You

Yours faithfully

For **Cheviot Company Limited**

Aditya Banerjee

Company Secretary and Compliance Officer

Encl. As stated above.

This is a computer-generated document. No signature is required.