

Dear Shareholder,

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

**Ref.: SEBI Circular dated November 3, 2021**

Season's greetings from TCI Express Limited and we hope this communication finds you and your family in safe and good health.

You are aware that SEBI vide its circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021, mandated:

- a) furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b) any service request shall be entertained only upon registration of the PAN, Bank details and the nomination,
- c) to ensure that your PAN 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 your folio.

We observe from our records that you have not furnished some of the mandatory documents/details as per the records. We request you to furnish the documents/details, as per the table below, to the Registrars & Transfer Agents M/s KFin Technologies Private Limited immediately on receipt of this letter.

Sl no.	Particulars	Please furnish details in
1	PAN	Form No. ISR-1 (Form enclosed)
2	Address	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Specimen Signature	
8	Confirmation of Signature of securities holder by Bank	Form No. ISR-2 (Form enclosed)
9	Declaration to opt out nomination*	Form No. ISR-3 (Form enclosed)
10	Nomination details *	Form No. SH-13 (Form enclosed)
11	Cancellation or Variation of Nomination	SH-14

*\*In case you are opting out for giving nomination, submit ISR-3 and SH-13 need not be submitted.*

The aforesaid forms and annexures thereof can be downloaded from the website of the Company and RTA at: [www.tciexpress.in](http://www.tciexpress.in) and [www.kfintech.com](http://www.kfintech.com).

**TCI EXPRESS LIMITED**

(CIN: L62200TG2008PLC061781)

**Corporate Office:** TCI House, Plot No. 69, Sector -32, Institutional Area, Gurugram-122001, India

Tel: +91-124 - 238-4090-94, Email: [secretarial@tciexpress.in](mailto:secretarial@tciexpress.in),

**Regd. Off:** Flat Nos.306 & 307, 1-8-273, Third Floor, Ashoka Bhoopal Chambers, S.P. Road, Secunderabad-500003

Tel: +91-40 -27840104, Website: [www.tciexpress.in](http://www.tciexpress.in)

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

- a) Folios wherein any one of the said document / details are not available **on or after April 01, 2023**, shall be frozen and you will be eligible to lodge grievance or avail service request from the RTA only after furnishing the complete documents / details as aforesaid. Also you will not be eligible for receipt of dividend in physical mode, however request for electronic payment (including dividend) can be accepted, subject to submission of aforesaid documents.
- b) **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.

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

**KFin Technologies Private Limited,**

**Unit: TCI Express Limited**

Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda,  
Hyderabad – 500 032

**E-mail:** [Rajeev.kr@kfintech.com](mailto:Rajeev.kr@kfintech.com)

The aforesaid documents can be submitted in person, also scan copies of the documents may be mailed through your registered email id with KFIN Technologies (RTA) at the mail id [inward.ris@kfintech.com](mailto:inward.ris@kfintech.com) duly e-Signed on the forms and all proofs.

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.

Thanking you,

Yours faithfully,

For **TCI Express Limited**

**Priyanka**

Company Secretary and Compliance Officer

Encl : as above

This communication is computer generated and hence does not require signature.

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