



RUPA & COMPANY LIMITED



Date: 30-12-2021

To,

The Listing Department National Stock Exchange of India Ltd Exchange Plaza, Plot no. C/1, G Block, Bandra-Kurla Complex Bandra (E), Mumbai - 400 051 NSE Symbol: RUPA	The Department of Corporate Services BSE Ltd Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai- 400 001 Scrip Code: 533552
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Ref: **Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 ("SEBI Listing Regulations")**

Sub: **Intimation to Physical Shareholders of the Company**

Respected Sir/ Madam,

In terms of Regulation 30 of the SEBI Listing Regulations, we send herewith a copy of the intimation to be sent to the physical shareholders of the Company, for mandatory furnishing/ updating of PAN, KYC details and Nomination by holders of physical securities (Equity Shares) in terms of 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 (the "SEBI Circulars"). Further, in terms of the SEBI Circulars, the prescribed forms shall also be available on the website of the Company.

This is for your information and record please.

Thanking you.

Yours faithfully,

For Rupa & Company Limited


Kundan Kumar Jha
Company Secretary & Compliance Officer
ACS 17612



Encl: as above.



Rupa & Company Limited

Registered Office: Metro Tower, 8th Floor, 1, Ho Chi Minh Sarani, Kolkata - 700 071

Phone: +91-33-4057 3100; **Fax:** +91-33-2288 1362

E-mail: connect@rupa.co.in; **Website:** www.rupa.co.in

CIN: L17299WB1985PLC038517

INTIMATION TO THE HOLDERS OF THE PHYSICAL SECURITIES (EQUITY SHARES) OF RUPA & COMPANY LIMITED

Dear Shareholder,

Ref: SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 3, 2021 read together with SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/687 dated December 14, 2021 (the "SEBI Circulars")

Sub: Mandatory furnishing/ updating of PAN, KYC details and Nomination by holders of physical securities (Equity Shares)

We have to inform that the Securities and Exchange Board of India ("SEBI") vide above referred SEBI Circulars has mandated for furnishing/ updating PAN, KYC details and Nomination details by all the holders of physical securities in listed company. Therefore, you are requested to note the following and provide the desired information:

Sl. No.	Particulars	Details with documents are required to be submitted to the Registrar & Transfer Agent ("RTA"), Maheshwari Datamatics Private Limited in the following manner:	
1	PAN	For registration/ updation in the PAN, Bank details, Address, Email, Mobile number or signature, please provide the details in the prescribed Form ISR-1, annexed herein, along with related documents as stated therein, self-attested by the shareholder(s).	PAN shall be valid only if it is linked to Aadhaar by March 31, 2022 or any date as may be specified by the Authority.
2	Bank Details		In case it is not provided, the details available in the Client Master List ("CML") will be updated in the folio.
3	Mobile No.		
4	E-mail ID		
5	Address		
6	Signature		
7	Confirmation of Signature	Please provide details in Form ISR-2, annexed herein, along with original cancelled cheque with name of the security holder printed on it / Bank Passbook / Bank Statement attested by the Bank, and Banker's attestation of the signature.	
8	Nomination	Please provide duly completed prescribed forms as applicable: - for registration of Nomination in Form SH-13; - Declaration for opting out from Nomination in Form ISR-3; - for change in existing nomination in Form SH-14, - for cancellation of existing nomination in Forms SH-14 and ISR-3	

For Mode of submission of documents to the RTA, please refer Form ISR-1, annexed herein.

The aforesaid forms can be downloaded from the website of the Company at www.rupa.co.in or the RTA at www.mdpl.in.

Consequences of not adhering to the said norms would lead to freezing of Folios without PAN, KYC details and Nomination, as per the SEBI Circulars:

- a. **From January 1, 2022**, the RTA shall not process any service requests or complaints received from the holder(s)/ claimant(s), till PAN, KYC and Nomination documents/ details are received.
- b. The folios wherein any one of the said document / details are not available **on or after April 1, 2023**, shall be frozen by RTA. 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 aforesaid and shall be eligible for any payment including dividend, etc. only through electronic mode.
- c. **Post December 31, 2025**, the frozen folios shall be referred by the RTA/ the 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 above to the following address:

Maheshwari Datamatics Private Limited,
Unit: Rupa & Company Limited
23 R.N. Mukherjee Road, 5th Floor,
Kolkata – 700 001
E-mail: **mdpldc@yahoo.com**

You are hereby requested to kindly comply with the SEBI Circulars (read the full SEBI Circulars available on the SEBI website at www.sebi.gov.in).

In case of any queries/clarification, please contact the Company or the Registrar & Transfer Agent (Mr. Ravi Bahl - +91-70034 76465).

Thanking you.

Yours faithfully,
For **Rupa & Company Limited**
Sd/-
Kundan Kumar Jha
Company Secretary & Compliance Officer
ACS17612

Place: Kolkata
Date: 30-12-2021