

RISHI TECHTEX LIMITED

Registered Office : 612, Veena Killedar Industrial Estate, 10-14, Pais Street, Byculla (W), Mumbai - 400 011.
Tel. No. : 022-23075677, 23074897 Fax : 91 (22) 23080022 E-mail : info@rishitechtext.com
Website : www.rishitechtext.com CIN - L28129MH1984PLC032008



Date: September 25, 2024

To,
Name of shareholder
Address

Folio No:
JT-1
JT-2

Dear Shareholder,

Subject: Mandatory Furnishing of PAN, KYC details and Nomination by holders of physical securities.

Ref.: SEBI Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 including earlier circulars issued in this regard.

This communication is to bring your attention to the Common and Simplified norms for processing investor's service requests by Registrar and Transfer Agents (RTA) and norms for furnishing PAN, KYC details and Nomination as prescribed by the Securities & Exchange Board of India (SEBI). These norms have been consolidated in the master circular no. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 which is issued in supersession of earlier circulars issued by SEBI in this regard ("SEBI Circulars").

These norms inter-alia mandates:

- furnishing of valid PAN, contact details (i.e. present postal address with PIN code and mobile number in all cases and email address for availing online services), Bank account details and Specimen Signature by holders of physical securities;
- that any service request and complaint shall be entertained only upon registration of the PAN and KYC details as stated above;
- that any payment, including payment of dividends, if any, shall be made electronically only upon registration of the PAN, and KYC details as stated above;

We observe from our records that you have not furnished some of the mandatory documents/details against your holding. We request you to furnish immediately the documents/details, as per the table below, to the Registrars and Transfer Agents i.e. Adroit Corporate Services Private Limited:

Sr.No.	Particulars	Status as per Records	Please furnish details in following Form
1.	Valid PAN	NOT AVAILABLE	Form ISR-1
2.	Postal Address with PIN Code	NOT AVAILABLE	
3.	Email address (mandatory for availing online services)	NOT AVAILABLE	

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4.	Mobile Number (mandatory in all cases)	NOT AVAILABLE	
5.	Bank account details (bank and branch name, bank account number, IFS code)	NOT AVAILABLE	
6.	Specimen signature	NOT AVAILABLE	Form ISR- 1 / Form ISR- 2 (as applicable)
7.	Nomination details*	NOT AVAILABLE	Form SH-13 / Form SH -14 (as applicable)
8.	Declaration to opt out nomination*	In case of opting out	ISR-3

*In case you are opting out from giving nomination kindly, submit Form ISR-3 and Form SH-13 need not be submitted. In case you have already registered nomination, you can opt out of nomination through Form ISR-3 after cancelling his existing nomination, through Form SH-14.

The aforesaid forms can be downloaded from the website of the Company and RTA at:

<https://rishitechtext.com/InvestorsInformation.aspx>

<https://www.adroitcorporate.com/RandTServices.aspx>

Note: As per SEBI Circular Dated June 10, 2024 related to Ease of Doing Investments - Non-submission of 'Choice of Nomination', shareholders holding shares in physical form shall be eligible for receipt of any payment including dividend, as well as to lodge grievance or avail any service request from the RTA even if 'choice of nomination' is not submitted by these shareholders.

All existing shareholders are encouraged, in their own interest, to provide 'choice of nomination' for ensuring smooth transmission of securities held by them as well as to prevent accumulation of unclaimed assets in securities market.

As per SEBI Circular Dated June 10, 2024, the following formats are available on the Company's website:

Format for providing Nomination

Declaration for opting-out of nomination

Kindly note that, in case if the shareholders of the Company at any of the ensuing Annual General Meetings declares any dividend on equity shares, then as per the aforesaid SEBI Circulars, w.e.f. April 1, 2024, the Dividend will be paid only through Electronic mode to the Members who have updated their KYC details (including bank account details) against their demat account/folios. In the absence of KYC details, the Company shall withheld the dividend, as may be declared at any Annual General Meeting, till the date of updation of KYC details and the said dividend payment shall be made through Electronic Mode only upon complying with the requirements of updation of KYC as provided in the aforesaid SEBI Circulars.

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Mode of submission of form(s) and documents:

a) Physical or Hard copy:

You can forward the hard copies of duly filled-in and signed form(s) along with self-attested copies of relevant documentary proofs as mentioned in the respective forms, to the following address:

Adroit Corporate Services Private Limited, 18-20, Jafferbhoy Ind. Estate, 1st Floor, Makwana Road, Marol Naka, Andheri (E), Mumbai - 400059, India.

b) Through Electronic Mode with e-sign:

In case you have registered your email address, you may send the scan soft copies of the form(s) along with the relevant documents, duly e-signed, from your registered email id to info@adroitcorporate.com.

Mandatory Self-attestation of the documents submitted in any mode:

Please note that each page of the documents that are submitted in hard copy must be self-attested by the holder and in case of joint holders, by the first joint holder. In case the documents are submitted in electronic mode then the same should be furnished with e-sign of scan copies of the documents.

E-sign:

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 Rishi Techtex Limited

Sd/-

Gauri Gangal

Company Secretary

Date: 25.09.2024

Place: Mumbai