



HFCL Limited

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New Delhi - 110048, India

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HFCL/SEC/2024-25

August 27, 2024

The BSE Ltd. 1 st Floor, New Trading Wing, Rotunda Building Phiroze Jeejeebhoy Towers, Dalal Street, Fort Mumbai – 400001 corp.relations@bseindia.com Security Code No.: 500183	The National Stock Exchange of India Ltd. Exchange Plaza, 5 th Floor, C – 1, Block G Bandra – Kurla Complex, Bandra (E) Mumbai – 400051 cmlist@nse.co.in Security Code No.: HFCL
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RE: Intimation under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”).

Subject: Intimation to Shareholders holding Shares in Physical Mode for furnishing PAN, KYC, Nomination Details etc.

Dear Sir(s)/ Madam,

Pursuant to Regulation 30 and Part A of Schedule III of SEBI Listing Regulations, please find enclosed herewith a copy of the letter sent to all the shareholders holding shares in physical mode in compliance with the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023.

The Company vide its letter dated August 23, 2024 has informed all the shareholders of the Company holding equity shares in physical mode to furnish their PAN, Choice of Nomination, Contact details i.e. Postal Address with PIN & Mobile number, Bank Account Details and Specimen signature etc., to the Registrars and Share Transfer Agent of the Company i.e. MCS Share Transfer Agents Limited.

Kindly take the same on your records.

Thanking you
Yours faithfully,

For **HFCL Limited**

(Manoj Baid)
President & Company Secretary

Encl. as above



HFCL LIMITED

(Corporate Identity Number: L64200HP1987PLC007466)

Regd. Office: 8, Electronics Complex, Chambaghat, Solan-173213 (Himachal Pradesh)

Tel: +91-1792-230644; **Fax:** +91-1792-231902; **Website:** www.hfcl.com; **E-mail:** secretarial@hfcl.com

Dear Shareholder(s),

Sub: Mandatory furnishing of PAN, KYC and Nomination details by holders of physical securities

This is to bring to your notice that SEBI, vide its circular dated November 03, 2021 (*subsequently amended by circulars dated December 14, 2021, March 16, 2023, November 17, 2023, May 07, 2024, and June 10, 2024 ("Circulars")*) mandated that the security holders (holding securities in physical form) are required to update all the below details

- a) PAN
- b) Choice of Nomination (either opt-in or opt-out)
- c) Contact Details: Postal Address with PIN and Mobile Number
- d) Bank Account Details (Bank and Branch name, bank account number, IFS code)
- e) Specimen signature

The security holder(s), whose folio(s) do not have all the above details updated, shall be eligible:

- to lodge grievance or avail any service request like issue of duplicate shares, claim from unclaimed suspense account, replacement/renewal/exchange of securities certificates, endorsement, sub-division/splitting of securities certificates, consolidation of securities certificates/folios, transmission and transposition from the RTA only after furnishing PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature.
- Further, as you may be aware that SEBI vide its Circulars has mandated that the security holders holding shares in physical form but have not updated their PAN or Contact Details or Mobile Number or Bank Account Details or Specimen Signature, then the dividend amount shall be paid only through electronic mode to such security-holders with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.

Since the aforesaid details with respect to the shares held by you in the Company are not present in the database in entirety, we request you to kindly furnish the same to us through the Form ISR-1, along with the necessary attachments / documents as stated in the form itself. The said Form can also be downloaded from our website <http://www.mcsregistrars.com>. While filling up the form, please strike out the portion(s) which are not applicable to you.

Please note that the PAN to be furnished by you **should be linked with Aadhaar**. In case the same is not so linked, you are requested to do the same **immediately**. In the event such linkage is not done then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which **no PAN** has been furnished.

For appointing a nominee you are requested to furnish Form SH-13. A copy of the said form is available at our website <http://www.mcsregistrars.com>. While filling up the form, please strike out the portion(s) which are not applicable to you.

In case you do not wish to nominate any person as nominee with respect to the physical shares held by you, then please furnish Form ISR -3 (declaration for opting out of nomination) which can be downloaded from our website at <http://www.mcsregistrars.com>.

In case you wish to cancel / change nomination at a later date with respect to the physical shares held by you, please furnish Form SH-14. A copy of the said Form can also be downloaded from our website at <http://www.mcsregistrars.com>.

A copy of the said forms can also be downloaded from the website of the Company at <https://www.hfcl.com/> under the head of "Investor Information".

The aforesaid documents as stated above can be provided to RTA by any of the following mode:

1. Through "In person Verification" at the office of the RTA. In that case kindly bring the original documents along with the copy/copies thereof. The copy/copies will be retained by the RTA after proper verification with the original;
2. Through hard copies which are self-attested to be sent to the office of the RTA
3. Through electronic mode with e-signature at the following e-mail addresses:
 - helpdeskdelhi@mcsregistrars.com

You are hence requested to take a note of the above and furnish the aforesaid documents immediately without any delay to the following address:

MCS Share Transfer Agent Limited
Unit: HFCL Limited
F 65, 1st floor, Okhla Indl. Area, Phase 1
New Delhi – 110020.

The members are advised to dematerialize their physically held shares through any of the Depository Participants (DPs). This step helps prevent the problems associated with holding shares in physical form, such as the possibility of loss, mutilation, etc. which would also ensure safe and speedy transactions in shares. Holding shares in dematerialized form would enable members to transfer their shareholding on an immediate basis. No stamp duty is payable on transfer of shares held in dematerialized form.

In case you have already furnished the aforesaid documents, kindly ignore this communication.

Thanking you,

Yours faithfully,
For **HFCL Limited**

Sd/-
(Manoj Baid)
President & Company Secretary

Date : 23rd August, 2024