**FOR ATTENTION OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM**

Dear Shareholder (holding Physical Share Certificate),

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

Your attention is drawn to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated16th March, 2023, wherein it has been decided by the SEBI to mandatorily update the PAN, KYC, Nomination details, Bank details, contact details and Specimen Signature of all shareholders holding shares in physical form and compulsory linking of PAN with Aadhar No. by all shareholders. In the said circular, SEBI has also stipulated that if the shareholders holding shares in physical mode do not update the PAN, KYC and Nomination details or these details are not made available to the Company/their Registrar and Share Transfer Agents (RTA) by 30 the September, 2023, then such folios shall be frozen by RTA on or after 1st October, 2023 (or any other date as may be notified) as per the directive issued by SEBI. Also, the folios in which PAN is not linked to Aadhar as on 31.03.2022 or any other date as may be specified by the Central Board of Direct Taxes will also be frozen by the RTA.

**Shareholders of the Company holding shares in physical form shall provide the following documents / details to the RTA of the Company:**

1. Permanent Account Number (“PAN”).
2. Nomination (for all eligible folios) in Form No. SH-13 or submit declaration to “Opt-Out” in Form No. ISR-3.
**Note:** Any cancellation or change in nomination shall be provided in Form No. SH-14.
3. Contact details including postal address with PIN code, Mobile Number, e-mail address.
4. Bank account details including bank name and branch, bank account number, IFSC.
5. Specimen signature.

**Please provide the above documents / details to the RTA of the Company at the address mentioned in below table along with other basic details like name of the shareholder, folio number, certificate number and distinctive numbers.**

Please find below the link of the following documents, which are required to be uploaded on the website of the Company, as per the SEBI Circular:

1. Form No. ISR-1-request for registering PAN, KYC details or changes/Updation thereof

 <https://omkarpharmachem.co.in/Doc/Jan_2022/Form%20ISR-1.pdf>

1. Form No- ISR-2 Confirmation of signature of securities holder by the Banker
https://omkarpharmachem.co.in/Doc/Jan\_2022/Form%20ISR-2.pdf
2. Form No- ISR-3 declaration form for opting-out of Nomination by holders of Physical Securities in listed companies.
<https://omkarpharmachem.co.in/Doc/Jan_2022/Form%20ISR-3.pdf>
3. Form No- Sh-13 Nomination Form
<https://omkarpharmachem.co.in/Doc/Jan_2022/Form%20No.%20SH-13.pdf>
4. Form No- Sh-14 Cancellation or variation of Nomination
<https://omkarpharmachem.co.in/Doc/Jan_2022/Form%20No.%20SH-14.pdf>

|  |
| --- |
| Contact details of RTA and the Company |
| Alankit Assignments Limited (RTA)**Registered Office Address:**205-208 Anarkali Complex Jhandewalan Extension New Delhi -110055**Email ID:**lalitap@alankit.com**Contact Nos.:**011-42541958 | Omkar Pharmachem Limited**Registered Office Address:**310, Wall Street-1, Near Gujarat College Cross Road, Ellisbridge Ahmedabad -380006 Gujarat**Email ID:**investors.opl@gmail.com**Contact Nos.:**9717327003 |

**Form ISR-4**

(see circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

**Request for issue of Duplicate Certificate and other Service Requests**

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

**Date:**\_\_\_ /\_\_\_ /\_\_\_\_\_\_

1. **Mandatory Documents / details required for processing all service request**:

**I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company** (tick as relevant, refer to the instructions):

* Demat Account No. (If available): 󠄀 󠄀 󠄀󠄀󠄀󠄀󠄀󠄀󠄀󠄀󠄀 󠄀󠄀󠄀󠄀󠄀󠄀󠄀󠄀󠄀

Provide Client Master List (**CML**) of your Demat Account from the Depository Participant\*

* Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](https://www.sebi.gov.in/legal/circulars/nov-2021/common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination_53787.html)in this regard)

|  |  |
| --- | --- |
| PAN | Specimen Signature |
| Nomination / Declaration to Opt-out |  |

\* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your **CML**). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](https://www.sebi.gov.in/sebi_data/commondocs/dec-2021/pdf%20Form%20ISR-1%20%281%29_p.pdf)in [SEBI circular dated November 03, 2021](https://www.sebi.gov.in/legal/circulars/nov-2021/common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination_53787.html).

1. I / We request you for the following (tick  relevant box)

|  |  |
| --- | --- |
| 󠄀 Issue of Duplicate certificate | 󠄀Claim from Unclaimed Suspense Account |
| 󠄀Replacement/ Renewal / Exchange of securities certificate | 󠄀Endorsement |
| 󠄀 Sub-division / Splitting of securities certificate | 󠄀Consolidation of Folios |
| 󠄀Consolidation of Securities certificate 󠄀 | 󠄀Transmission |
| 󠄀 Transposition*(Mention the new order of holders here)* |

1. **I / We are enclosing certificate(s) as detailed below\*\*:**

|  |  |
| --- | --- |
| Name of the Issuer Company |  |
| Folio Number  |  |
| Name(s) of the security holder(s) as per the certificate(s) | 1.2.3. |
| Certificate numbers |  |
| Distinctive numbers |  |
| Number & Face value of securities |  |

\*\* Wherever applicable / whichever details are available

1. **Document / details required for specific service request:**
2. 󠄀Duplicate securities certificate
3. 󠄀 Claimfrom Unclaimed Suspense Account

|  |  |
| --- | --- |
| Securities claimed  |  (in numbers)  (in words) |

1. 󠄀 Replacement / Renewal / Exchange of securities certificate

(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)

1. 󠄀Endorsement
2. 󠄀 Sub-division / Splitting of securities certificate
3. 󠄀 Consolidation of securities certificate/Folios
4. 󠄀 Transmission
5. 󠄀 Transposition

*Provide / attach original securities certificate(s) for request for item numbers III to VIII above.*

**Declaration**: All the above facts stated are true and correct to best of my / our knowledge and belief.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Security Holder 1 / Claimant** | **Security Holder 2** | **Security Holder 3** |
| Signature  |  |  |  |
| Name |  |  |  |
| Full address |  |  |  |
| PIN | 󠄀󠄀󠄀󠄀󠄀󠄀󠄀󠄀 | 󠄀󠄀󠄀󠄀󠄀󠄀 | 󠄀󠄀󠄀󠄀󠄀󠄀 |

After processing the service request, the RTA shall issue a ‘Letter of Confirmation’ to the securities holder/claimant, which is valid only for 120 days. Using this ‘Letter of Confirmation’, the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to theSuspense Escrow Demat Account of the Company.