

# Ruchi Infrastructure Limited

CIN : L65990MH1984PLC033878

**Regd. Office :** 706, Tulsiani Chambers, Nariman Point, Mumbai – 400 021  
Phone: 022-49712051, Email: ruchiinfrasecretarial@ruchiinfrastructure.com

---

Dear Members,

As an ongoing measure to enhance the ease of doing business for investors, Securities and Exchange Board of India (SEBI) has mandated furnishing of PAN, KYC details and Nomination details by holders of physical securities.

It is always advisable to hold securities in demat form, apart from the fact that the equity shares of the Company can be transferred in demat form only. While holders of shares in physical form are advised to dematerialize their holdings, the holders of shares in dematerialized form are requested to update their KYC particulars with their respective Depository Participants.

All members holding equity shares of the Company in physical form must note that SEBI, as per circulars issued in November and December, 2021 has mandated certain norms for the holders of shares in physical form. **Following are the important points to be observed:-**

- A) From January 1, 2022, the RTAs shall not process any service requests or complaints received from the holder(s) /claimant(s), till PAN, KYC and Nomination documents/details are received from the members.
- B) It shall be mandatory for all holders of physical shares of the Company to furnish the following documents/details to the RTA;
  - a) PAN.
  - b) Nomination - Details of nomination details shall be furnished in hard copy or through electronic mode with e-signature through Form SH-13 as provided in the Rules 19 (1) of Companies (Shares capital and debenture) Rules, 2014. Otherwise, a `Declaration to Opt-out`, as per Form ISR-3 should be tendered to the Company.
  - c) Contact details - Postal address with PIN, Mobile number, E-mail address.
  - d) Bank account details (bank name and branch, bank account number, IFS code).
  - e) Specimen signature.
- C) The folios wherein any one of the cited document / details is not available on or after April 01, 2023, shall be frozen by the RTA.
- D) Existing investors must also ensure to link their PAN with Aadhaar number on or before 31<sup>st</sup> March, 2022 or such other date as may be specified by the Central Board of Direct Taxes (CBDT). The folios in which PANs is / are not validly linked as on the cut-off date of March 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen by the RTA.

While the Company is under process of directly intimating to its securities holders about folios which are incomplete, all shareholders holding equity shares in physical form must note that Nomination and KYC are to be mandatorily updated, so as to continue to receive investors related service from the RTA. Necessary Forms for nomination/KYC updation are available at the respective websites of the Company and its RTA, which should be used on need basis.

For further clarification and assistance, please do feel free to contact the Company at above mentioned address or its RTA, **Sarthak Global Limited**, 170/10, Film Colony, R.N.T. Marg, Indore – 452 001, Phone: 0731 - 4279626, Email: investors@sarthakglobal.com.

Thanking you,

Yours faithfully,

For **Ruchi Infrastructure Limited**

**Ashish Mehta**  
Company Secretary