

June 01, 2023

<b>To, The Manager (CRD) BSE Limited Phiroze Jeejeebhoy Towers, Dalal Street, Fort, Mumbai - 400 001</b>	<b>To, The Manager - Listing Department National Stock Exchange of India Ltd Exchange Plaza, Plot no. C/1, G Block, Bandra-Kurla Complex, Bandra (East) Mumbai - 400 051</b>
<b>Scrip Code: 522215</b>	<b>Symbol : HLEGLAS</b>

**Sub: Communication to the Shareholders holding shares in Physical Form for updation/ registration of PAN, KYC and Nomination details.**

**Ref: SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023**

Dear Sir / Madam,

With reference to the subject and pursuant to the aforesaid SEBI Circular, the Registrar and Transfer Agent (RTA) of the Company, M/s. Link Intime India Private Limited, has sent requisite letter along with necessary forms, viz. form ISR-1, ISR-2, ISR-3 and form SH-13, to shareholders of the Company holding shares in physical form for updation/ registration of PAN, KYC details and Nomination details.

Copies of these forms are also available website of the RTA of the Company at [www.linkintime.co.in](http://www.linkintime.co.in) and on the website of the Company at [www.hleglascoat.com](http://www.hleglascoat.com).

A specimen letter along with prescribed forms sent to shareholders as mentioned above is attached herewith for your kind reference, please.

Kindly take the above on records.

Thanking you,

Yours faithfully,

**For HLE Glascoat Limited**

**Achal Thakkar  
Company Secretary &  
Compliance Officer**

**KYC REQUEST FORM**

To  
 Link Intime India Private Limited  
 C-101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.  
 Unit: HLE Glascoat Limited

Date : / /  
 Folio No : 00006988  
 No. of Shares : 500  
 Category : PL  
 Status : RI  
 Serial No : E0217-FW073

Dear Sir/Madam,

I/We, refer to the current status of the above-mentioned folio as provided by you in the following table:

Name of the Security holder(s)	PAN (A)	Specimen Signature (B)	Email ID (C)	Mobile No. (D)	Nominee Details (E)
GANNOO PRASAD	Required	Registered	Optional	Required	Required
REKHA PRASAD	Required	Registered	Not Applicable	Not Applicable	Not Applicable
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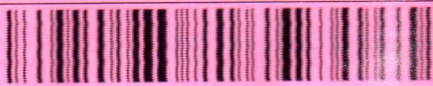
**Bank Details:**

Name of the Bank			
Bank Account Number	Required		
IFSC		MICR No	

I/We are forwarding herewith Investor Service Request Form ISR-1 along with the required supporting KYC documents for updation.

**Signature(s):**

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
GANNOO PRASAD	REKHA PRASAD	-----	-----



RM962032864IN

Postal No : 616

Serial No: E0217-FW073

Mr/Mrs GANNOO PRASAD  
 JAYNAGAR N BIHAR

DIST MADHUBANI  
 City - MADHUBANI PIN - 847226

Unit Name : HLE Glascoat Limited

Print Date: 31-05-2023

Dear Investor,

**Subject:** - Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference no's SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 3rd November, 2021 & 14th December, 2021

We refer to the above circulars issued by SEBI that mandates all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination by holders of physical securities. Email ID is optional, however the security holders are requested to register email id also to avail online services. This is applicable for all security holders, holding shares in physical mode.

The salient features and requirements of the circular are as follows:

- A) **Non – updation of KYC : Folios** wherein any ONE of the cited details/documents, (i.e. PAN, Bank Details, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination) are not available on or after October 01, 2023, shall be frozen as per SEBI circular.

**Notes:**

- 1) The securities in the frozen folios shall BE ELIGIBLE:

- To lodge any grievance or avail of any service from us, only after furnishing the complete documents / details as mentioned above.
- To receive any payment including dividend, interest or redemption amount (which would be only through electronic mode) only after they comply with the above stated requirements.

- 2) a) The formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website as mentioned below:

<https://www.linkintime.co.in> → Resources → Downloads → KYC → Formats for KYC.

b) For registering new bank details or where there is a change in such details, mandatory submission of Original cancelled cheque leaf bearing the name of the security holder or alternatively, submission of copy of bank passbook / statement attested by the bank along with Form ISR-2 is required. In case of joint holding, updation of bank details will be done based on the documents provided by the first holder only..

- B) **Mandatory Linkage of PAN with Aadhaar** – It is mandatory to link PAN with Aadhaar number by June 30, 2023, as per the Central Board of Direct Taxes (CBDT). Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before June 30, 2023. Post June 30, 2023 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar number. The securities held in folios which have no PAN registered against the same/or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 or any other date as may be specified by the CBDT, shall also be frozen.

**Note:** - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

In view of the above, we request you to submit the Investor Service Request Form ISR-1 printed overleaf, along with the required supporting documents as stated in Form ISR-1 at the earliest.

You may use any ONE of the following modes for submission:

1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s). Please note the registered shareholder(s) have to visit the office of the RTA for IPV and not their representatives.
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
  - (a) In case your email id is already registered with us, you may send the scanned copies of your KYC documents with additionally e-sign affixed on the documents at our dedicated email-id: [kyc@linkintime.co.in](mailto:kyc@linkintime.co.in). Kindly mention the email subject line as "KYC Updation - (Company Name) - Folio No : \_\_\_\_\_"
  - (b) Investors can also upload KYC documents with additionally e-sign affixed on the documents on our website <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empanelled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,  
For Link Intime India Pvt. Ltd

# Form ISR – 1

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

**A. I / We, request you to Register / Change / Update the following (Tick ✓relevant box)**

**Date :** / /

<input type="checkbox"/> PAN	<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
<input type="checkbox"/> Bank details	<input type="checkbox"/> Registered Address	<input type="checkbox"/> E-mail address

**B. Security and KYC Details [ to be filled in by the First Holder ]:**

<b>Name of the Issuer Company</b>		<b>Folio No.</b>	
<b>Face value of Securities</b>		<b>Number of Securities</b>	
<b>Distinctive number of Securities (Optional)</b>	<b>From</b>	<b>To</b>	
<b>E-mail Address</b>			
<b>Mobile Number</b>			

**C. I/We are submitting documents as per Table below (tick✓as relevant, refer to the instructions):**

<b>Name(s) of the Security holder(s) in Capital as per PAN</b> Copies of PAN Cards of all the Holder(s) duly self-attested with date to be enclosed with this Form.	<b>PAN</b>	<b>PAN Linked to Aadhaar -Y/N</b> Tick any one [✓] *
1. [ ]	[ ]	<input type="checkbox"/> Yes / <input type="checkbox"/> No
2. [ ]	[ ]	<input type="checkbox"/> Yes / <input type="checkbox"/> No
3. [ ]	[ ]	<input type="checkbox"/> Yes / <input type="checkbox"/> No
4. [ ]	[ ]	<input type="checkbox"/> Yes / <input type="checkbox"/> No

**Note:** \* PAN shall be valid only if it is linked to Aadhaar by June 30, 2023, or any other date as may be specified by CBDT.

Check Status of PAN linked with Aadhaar at <https://www.incometax.gov.in/iec/foportal> For Exemptions/Clarifications on PAN refer Instruction.

### Bank Account Details of First Holder

<b>Name of the Bank &amp; Branch</b>		<b>IFSC</b>	
<b>Bank A/c No.</b>		<b>Tick any one [✓] Acct type</b>	<input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [ ]

**Note:** Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

<b>Demat Account Number</b>	<b>16 digit DPid /Client id</b> [ ]
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Also provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.

**Authorization:** I / We authorise you (RTA) to update the above PAN and KYC details in my / our above Folio No, provided by me/us.

**Declaration:** All the above facts and documents enclosed are true and correct.

	<b>First Named Holder</b>	<b>Joint Holder - 1</b>	<b>Joint Holder - 2</b>	<b>Joint Holder - 3</b>
<b>Signature</b>				
<b>Name</b>				
<b>Address</b>				
<b>PIN</b>				

**Note:** If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the

I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

No.	✓	Document/Information /Details	Instruction/Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	PAN Card copies of all the holders duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by June 30, 2023, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.
3		Proof of Address of the first Holder	<p><b>Provide self attested copy with date stamp of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder/claimant, duly signed by the Depository Participant with stamp.</li> <li><input type="checkbox"/> Unique Identification Number (UID) (Aadhaar)</li> <li><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance Bill*</li> <li><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill – Not more than 3 months old.</li> <li><input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organization stamp.</li> <li><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub- account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</li> <li><input type="checkbox"/> The proof of address in the name of the spouse*</li> </ul> <p>*Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant/ spouse.</p>
4	<input type="checkbox"/>	Bank details	Original cancelled cheque leaf bearing the name of first holder OR latest copy of the bank passbook/statement with details of bank name, branch, account number and IFSC duly attested by the bank. Alternatively, Bank details as per CML enclosed will be updated in the folio.
5	<input type="checkbox"/>	E-mail address (Optional)	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8		Nomination	<p><b>Submit these Form(s) separately for each listed company.</b> (Use any ONE of the following options.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SH-13 For First Time Nomination</li> <li><input type="checkbox"/> SH-14 For Cancellation or Variation in Nomination</li> <li><input type="checkbox"/> SH-14 and ISR-3 For Cancellation of Nomination and to "Opt-Out"</li> <li><input type="checkbox"/> ISR-3 To "OPT-Out" of Nomination or if No Nomination is required</li> </ul>

Note:

- 1) In case of additional folios for securities held under the same First Named holder for Companies managed by the same RTA, details of such folios to be completed in Annexure to Form ISR-1 along with the required declaration and authorisation.
- 2) All the above blank forms along with the mode of submission are available on our website





Pg :2/2

# Form ISR – 2

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03,2021)

## Confirmation of Signature of Securities Holder by the Banker

Serial No :   
as mentioned in KYC Form

1. Bank Name and Branch	<input type="text"/>		
2. Bank contact details	<input type="text"/>		
Postal Address	<input type="text"/>		
Mobile/Tel number	<input type="text"/>		
E-mail address	<input type="text"/>		
3. Bank Account number	<input type="text"/>	attach original cancelled cheque leaf	
4. Account opening date	<input type="text"/>		
5. Account holder's PAN	Account Holder's Name		
i)	<input type="text"/>	i)	<input type="text"/>
ii)	<input type="text"/>	ii)	<input type="text"/>
iii)	<input type="text"/>	iii)	<input type="text"/>
iv)	<input type="text"/>	iv)	<input type="text"/>
6. Latest photograph of the account holder(s)			
	<input type="text"/>	<input type="text"/>	<input type="text"/>
i)- Holder Photo	ii)- Holder Photo	iii)- Holder Photo	iv)- Holder Photo
7. Account holder(s) details as per Bank Records			
a) Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
b) Mobile/Tel number	<input type="text"/>		
c) Email address	<input type="text"/>		
d) Signature(s) of the Holder(s)			
i)		<input type="text"/> Bank Manager's Signature and Bank Seal	
ii)			
iii)			
iv)			
-- (To be Mandatorily Filled by the Bank Official) --			
Place:	<input type="text"/>	Name of the Bank Manager :	<input type="text"/>
Date:	<input type="text"/>	Employee Code :	<input type="text"/>
Mobile / Tel no:	<input type="text"/>	Email_id :	<input type="text"/>

# Form ISR - 3

## Declaration Form for Opting-out of Nomination by Holders of Physical Securities in Listed Companies

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021)

Date:

Name of the Company :   
Address of the Company :

Serial No:   
(As mentioned in KYC Form)

### PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities Tick ✓ as relevant	Folio No.	No. of Securities *	Certificate No.	Distinctive No(s) ( From – To )
Equity / Debentures <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I / We the holder(s) of the securities particulars of which are given hereinabove, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

I / We understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

### Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Signature	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Witness Details:

Name of Witness	Signature
Address of Witness <input type="text"/> <input type="text"/> <input type="text"/> Pin: <input type="text"/> <input type="text"/>	Date € <input type="text"/> ▶

\* Use of ISR-3 (ie to Opt-Out of Nomination OR if "No\_Nomination" is required by the investor ) will be applied for the entire securities against the said Folio.

**Form No. SH-13**

**Nomination Form**

Pursuant to section 72 of the Companies Act, 2013 and rule  
19(1) of the Companies (Share Capital and Debentures) Rules 2014]

Date:

To,   
Name of the Company :   
Address of the Company:

Serial No:   
(As mentioned in KYC Form)

I/We, the holder(s) of the securities particulars of which are given hereunder, wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

**(1) PARTICULARS OF THE SECURITIES** (in respect of which nomination is being made) :

Nature of Securities Tick ✓ as relevant	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) ( From – To )
Equity / Debs/ Bonds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**(2) PARTICULARS OF NOMINEE/S** — [Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio ]

Name of Nominee	<input type="text"/>		
Address of Nominee	<input type="text"/>	Date of Birth	{ <input type="text"/> }
Father's/Mother's/ Spouse's name	<input type="text"/>	Occupation	<input type="text"/>
Relationship with the security holder	<input type="text"/>	Nationality	<input type="text"/>
E-mail_id	<input type="text"/>	Mobile No	<input type="text"/>

**(3) IN CASE NOMINEE IS A MINOR —**

Name of Guardian	<input type="text"/>	Date of Birth	{ <input type="text"/> }
Address of Guardian	<input type="text"/>	Date of attaining majority	{ <input type="text"/> }

Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Signature	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Witness Details:**

Name of Witness	<input type="text"/>	Signature	<input type="text"/>
Address of Witness	<input type="text"/> <input type="text"/> <input type="text"/> Pin: <input type="text"/>		
	<input type="text"/>	Date	<input type="text"/>

\* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.

**Form SH-13 - INSTRUCTIONS**

[Please follow the instructions given below very carefully while filling in your Nomination request.]

<p><b>1. Nomination can be made only by individuals</b> applying/holding securities on their own behalf, singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The nomination will be registered only when it is complete in all respects including the signature of (a) all registered holder(s) (as per specimen lodged with the Company) /RTA and (b) the complete details of the nominee and witness being furnished.</p>
<p><b>2.</b> A minor can be nominated by a holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).</p>
<p><b>3.</b> The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a nominee on re-patriable basis provided RBI approval granted to the nominee is registered with the Company / RTA.</p>
<p><b>4.</b> In case you have multiple folios, then you may take a photocopy of this Form.</p>
<p><b>5.</b> Nomination request would be considered for securities held in physical form only.</p>
<p><b>6.</b> The nomination will be valid, if the registration of Nomination is done before the demise of the holder.</p>
<p><b>7.</b> The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).</p>
<p><b>8.</b> The Holder(s) can override (delete or change) an earlier nomination by executing a fresh Nomination Form SH-14 for which a fresh registration number will be allotted. The earlier nomination will automatically stand cancelled.</p>
<p><b>9.</b> In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.</p>
<p><b>10.</b> Nomination registration number will be allotted upon successful registration.</p>
<p><b>11.</b> The Company / RTA will entertain claims of registered nominees only.</p>
<p><b>12.</b> The Nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.</p>
<p><b>13.</b> Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.</p>
<p>■ <b>For Office Use Only</b></p>
<p>■ Nomination Registration Number :</p>
<p>■ Date of Registration :</p>
<p>■ Checked and Signature of Employee :</p>