



Dear Investor,

**Subject:** - Request for Updating the KYC details as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 3<sup>rd</sup> Nov 2021.

We refer to the above circular issued by SEBI that mandates all the listed companies to record the **PAN, Nomination, KYC details** of all the shareholders and **Bank Account details** of first holder. **This is applicable for all the security holders 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, Nomination) are not available on or after April 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 service request from the Registrars to an Issue and Share Transfer Agents (RTA) only after furnishing the complete documents/details as aforesaid.
- Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.
- referred by the RTA / listed company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025.

2)a) In this connection the following forms are notified by SEBI: -

Sr. No.	Form Name	Purpose
1	Form ISR-1	Request for Registering PAN, KYC details OR Changes/updates there of (only for securities held in physical)
2	Form ISR-2	Confirmation of Signature of securities holder by Banker
3	Form ISR-3	Declaration for Opting-out of Nomination by holders of physical securities in Listed Companies
4	Form SH-13	Nomination Form
5	Form SH-14	Cancellation OR Variation of Nomination

The relevant formats of Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 are available on the RTA and the company website as mentioned below;

<https://www.linkintime.co.in> →Resources → Downloads→ KYC  
<https://apcotex.com/>→Investors →Shareholders Information →KYC

## apcotex industries limited

REGD. OFFICE : 49-53, 3rd Floor, Mahavir Centre, Plot No. 77, Sector-17, Vashi, Navi Mumbai-400703, Maharashtra, India Tel:+91-22-27770800  
CORPORATE OFFICE : NKM International House, 178 Backbay Recl., B. M. Chinai Marg, Mumbai-400020, Maharashtra, India. Tel:+91-22-22838302/04  
TALOJA PLANT : Plot No. 3/1, MIDC Industrial Area, Taloja-410208, Dist-Raigad, Maharashtra, India. Tel:+91-22-27403500 Fax:+91-22-27412052  
CIN NO. L99999MH1986PLC039199 Website:www.apcotex.com



b) Original cancelled cheque leaf bearing the name of the first holder failing which first security holder is required to submit copy of bank passbook / statement attested by the bank which is mandatory for registering the new bank details.

**B) Mandatory Linkage of PAN with Aadhar** - As per the Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhaar number for resident investors by March 31, 2022. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs and the ones which are linked to the Aadhaar number. The folios in which PAN is / are not valid as on the notified cut-off date of **March, 31, 2022 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 aforesaid, we request you to submit the Investor Service Request Form ISR-1 along with the required supporting documents as stated in Form ISR-1 at the earliest to the RTA.

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

1. In hard copy: by furnishing original / photocopy(ies) of the relevant document duly self-attested with date.
2. With e-sign:
  - a. In case your email is already registered, you may send the scanned copies of your KYC documents with e-sign at 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 e-sign on RTA website <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

Thanking you,

**For Apcotex Industries Limited**

**Compliance Officer**

**Contact Details of RTA**

Link Intime India Pvt Ltd (Formerly INTIME SPECTRUM REGISTRY LTD.)

C 101, 247 Park, LBS Marg, Vikhroli West Mumbai-400 083

Tel. No. - 022 49186000/49186270 Fax – 022 49186060

Email: [mt.helpdesk@linkintime.co.in](mailto:mt.helpdesk@linkintime.co.in), [kyc@linkintime.co.in](mailto:kyc@linkintime.co.in)

Website: <https://web.linkintime.co.in>

**apcotex industries limited**

REGD. OFFICE : 49-53, 3rd Floor, Mahavir Centre, Plot No. 77, Sector-17, Vashi, Navi Mumbai-400703, Maharashtra, India Tel:+91-22-27770800  
CORPORATE OFFICE : NKM International House, 178 Backbay Recl., B. M. Chinai Marg, Mumbai-400020, Maharashtra, India. Tel:+91-22-22838302/04  
TALOJA PLANT : Plot No. 3/1, MIDC Industrial Area, Talaja-410208, Dist-Raigad, Maharashtra, India. Tel:+91-22-27403500 Fax:+91-22-27412052  
CIN NO. L99999MH1986PLC039199 Website:www.apcotex.com