

## SPECIAL WINDOW FOR RE-LODGE MENT OF TRANSFER REQUESTS OF PHYSICAL SHARES TILL 06.01.2026

Notice is hereby given that pursuant to SEBI Circular SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated July 02, 2025, the Company has opened a special window exclusively for the re-lodgement of transfer deeds, which were lodged prior to the deadline of April 01, 2019 and rejected/returned/not attended due to the deficiency in the documents/process/or otherwise. The special window will remain open from July 07, 2025 to January 06, 2026.

**Re-lodgement of legally valid and complete documents for transfer of physical shares, where there is no dispute on ownership will be considered.** Investors may submit their request till January 06, 2026, with the Registrar & Share Transfer Agent (RTA) of the Company.

The details of RTA are as under:

**M/s. Intergrated Registry Management Services Private Limited  
(Securities Transfer Division)  
2<sup>nd</sup> Floor, 'Kences Towers'  
No. 1, Ramakrishna Street, T. Nagar,  
Chennai-600017  
Phone: 091-044-2814 0801-803  
Email : einward@intergratedindia.in**

During this period, the securities that are re-lodged for transfer shall be issued only in demat mode. Investors must have a demat account and provide its Client Master List ('CML'), along with the transfer documents and share certificate, while re-lodging the transfer request with RTA. Due process shall be followed for such transfer-cum-demat requests.

**We reiterate that re-lodgement will be allowed only in those cases where transfer deed for physical shares were lodged before April 01, 2019 and were rejected/returned/not attended due to the deficiency in the documents/process/or otherwise.**

- [SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dt. Jul 02, 2025](#)

## **Norms for PAN, KYC, nomination update and process of investors' services**

SEBI has, vide the [Circular](#) No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, mandated the furnishing of PAN, address with PIN, mobile number, bank account details and nomination / opt out of nomination by holders of physical securities. Also, shareholders are requested to register the email ID with the folio, to be able to correspond and receive relevant communication.

SEBI has introduced the following forms to standardize and simplify the processing of investor services requests by RTAs:

### **A) Form for availing investor services**

The form **ISR-1** is applicable for all requests to register PAN, KYC details or changes / update thereof for securities held in physical mode –

<http://madrasfert.co.in/wp-content/uploads/2025/07/Form-ISR---1.pdf> (Form ISR – 1)

### **B) Update of signature of securities holder**

For updating the signature of the securities holder, the holder / claimant shall furnish original cancelled cheque and banker's attestation of the signature as per

<http://madrasfert.co.in/wp-content/uploads/2025/07/Form-ISR---2.pdf> (Form ISR – 2)

### **C) Nomination**

It is mandatory for all holders of physical securities to furnish PAN, KYC and nomination details to the RTA. The details of nomination shall be furnished either through hard copy or electronic mode.

<b>Particulars</b>	<b>Form name</b>
For nomination as provided in the Rules 19 (1) of Companies (Share capital and debenture) Rules, 2014	<a href="http://madrasfert.co.in/wp-content/uploads/2025/07/Form-No.-SH-13.pdf">http://madrasfert.co.in/wp-content/uploads/2025/07/Form-No.-SH-13.pdf</a> (Form No. SH-13)
Declaration to opt out	<a href="http://madrasfert.co.in/wp-content/uploads/2025/07/Form-ISR-3.pdf">http://madrasfert.co.in/wp-content/uploads/2025/07/Form-ISR-3.pdf</a> (Form ISR – 3)

Particulars	Form name
Cancellation of nomination by the holder(s) (along with ISR-3) / Change of Nominee	<a href="http://madrasfert.co.in/wp-content/uploads/2025/07/Form-No.-SH-14.pdf">http://madrasfert.co.in/wp-content/uploads/2025/07/Form-No.-SH-14.pdf</a> (Form No. SH-14)

D) Form for requesting issue of duplicate certificate and other service requests for shares / debentures / bonds, etc., held in physical form – <http://madrasfert.co.in/wp-content/uploads/2025/07/Form-ISR-4.pdf> (Form ISR-4)