



## SKN INDUSTRIES LIMITED

**Regd. Off.: 368/369, 3rd Floor, Basant Building, Chaudhary Market, Sultanpur, New Delhi -110030**

**CIN: U74999DL1992PLC050472, Phone 0124-4272107, Website: [www.sknindustries.in](http://www.sknindustries.in)**

**Email Id: [info@sknindustries.in](mailto:info@sknindustries.in)**

### **SUB: UPDATION OF KYC DETAILS OF M/S SKN INDUSTRIES LIMITED**

Dear Shareholder(s),

Further, members may note that as per **SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023**, <https://www.sebi.gov.in/legal/circulars/mar-2023/common-and-simplified-norms-for-processing-investor-s-service-requests-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination-69105.html> it is mandatory for all holders of physical securities in listed entities to update PAN, Address, Email ID, Bank account details (KYC details) and Nomination details of shareholders, who have note update the same, with the Registrar and Share Transfer Agent (RTA). Company's RTA will attend to all service requests of the shareholders with respect to transmission, dividend, etc. only after updating the above details in the records.

If the KYC details are not updated in the folio on or before September 30, 2023, such folios shall be frozen by the RTA with effect from October 1, 2023, as per the above SEBI circular. All shareholders holding shares in physical mode are advised to update the KYC details by submitting required documents to Company's RTA. As and when there is a change in your e-mail address, you are requested to update the same with your Depository Participant, in case of shares held in dematerialized mode, or with the Company/RTA, for shares held in physical mode.

In this connection it may please be noted that unless the shareholders furnish such KYC details within September 30, 2023, their folios will be frozen by the RTA as per the directive of SEBI and no services request received from the shareholders can be entertained by the Company/RTA.

**Therefore, in order to avoid freezing of his/her folios, all the shareholders are requested to comply with the following procedure:**

- 1. First link your PAN with Aadhaar** via following link <https://eportal.incometax.gov.in/iec/fooservices/#/pre-login/bl-link-aadhaar> thereafter update the valid PAN details with RTA (in form ISR-1) of our company latest by 30<sup>th</sup> September, 2023. (A copy of Form ISR-1 is enclosed herewith).
- 2. Update your KYC details (Form ISR-1) and Nomination details (Form SH-13) with our RTA latest by 30<sup>th</sup> September, 2023. A copy of Form ISR-1 and Form SH-13 is enclosed herewith.**
- 3. If you want to register/update your signature** in the Company/RTA records, submit **Form ISR-2** duly verified by your banker. (A copy of Form ISR-2 is enclosed herewith).
- 4. In case you do not wish to nominate any person(s) with whom shall vest, all rights in respect of such shares in the event of his/her death, you are requested to file 'Declaration to Opt-out' in Form ISR-3 with our RTA. (A copy of Form ISR-3 is enclosed herewith).**
- 5. If you want to change/cancel the existing nomination, then submit:**
  - a) Form SH-14 for of nomination details.**
  - b) Form SH-14 & ISR-3 for cancellation of nomination details.**
  - c) A copy of Form SH-14 & Form ISR-3 is enclosed herewith.**
- 6. Submit Bank Account details (Name of bank, Branch address, Account number, Account opening date, Name of holder, Photo of holder, Address of the holder, Signature of holder, Seal of bank & details of Bank Manager) to our RTA.**
- 7. Submit Contact details (Email ID, Mobile number) to our RTA.**

You are requested to kindly update your Email ID and Phone No. to our RTA records as well as for receiving communication by electronic media.

Please note the following contact details of our RTA to enable you to submit your PAN/KYC/Nomination/Bank details and to seek any clarification etc.

**Mr. Sarbesh Singh**

**RTA: Skyline Financial Services Private Limited**

**Unit: SKN Industries Limited**

D-153A, 1st floor, Okhla Industrial Area,

Phase-1, New Delhi-110020

Email ID: admin@skylinerta.com

Phone No: 9953022071

Tel No. 011-26812682

**Enclosed:-**

- Form ISR-1 (PAN KYC)
- Form ISR-2 (Bank Attested Signature)
- Form ISR-3 (Opt-out of Nomination)
- Form SH-13 (Nomination)

Thanking you,

**Yours Faithfully,  
For SKN Industries Limited**

Sd  
**(Ravi Kumar)**  
**Company Secretary**  
**M. No. 57216**



**Form ISR – 2**

(See SEBI Circular No. SEBI/HO/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)

**Confirmation of Signature of securities holder by the Banker**

1.	Bank Name and Branch				
2.	Bank Branch Contact Details Address:				
	Phone Number				
	Email Address (in capital letter):				
3.	Bank Account Number:				
4.	Account Opening Date:				
5.	Bank Account Holder(s) Name(s): 1st				
	2nd				
	3rd				
6. Latest photograph of the Bank Account Holder(s)					
<table border="1"><tr><td>1st account holder</td><td>2nd account holder</td><td>3rd account holder</td></tr></table>			1st account holder	2nd account holder	3rd account holder
1st account holder	2nd account holder	3rd account holder			
7.	Bank Account holder(s) details as per Bank Records				
	a)	Address:			
	b)	Phone Number:			
	c)	Email Address (in capital letter):			
	d)	Signature of Holder(s)			
	1st account holder	2nd account holder	3rd account holder		
Seal of the Bank		Signature verified as recorded with the Bank			
		(Signature)			
		Name of the Bank Manager:			
Place:	Employee Code:				
Date:	E-mail Address:				

<b>For RTA Office Use</b> Regd. No.:	Inw No.:	Com Code:	Seq. No.:
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**Form ISR – 3****Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies**

(See SEBI Circular No.SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on common and simplified norms for processing investor's service request by RTA and norms for furnishing PAN, KYC details and nomination)

[Under Section 72 r/w Section 24(1)(a) of Companies Act,2013 r/w section 11(1) and 11b of SEBI Act,1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

**Name of the Company** \_\_\_\_\_ :  
**Registered Address of the Company** \_\_\_\_\_ :

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

Particulars of the securities (in respect of which nomination is being opted out)

Nature of securities	Folio No.	No. of Securities	Certificate No.	Distinctive Number

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 documents as may be prescribed by the competent authority, for claiming my/our aforesaid securities.

**Name(s) and Address of Security holder(s)** \_\_\_\_\_ **Signature(s)** \_\_\_\_\_

Sole/First Holder Name:

Second Holder Name:

Third Holder Name:

Name and Address of Witness	Signature

**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:

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

<b>(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)</b>				
Nature of Securities	Folio No.	No. of Securities	Certificate No. (From-To)	Distinctive No. (From-To)
Equity Shares				
<b>(2) PARTICULARS OF NOMINEE/S</b>				
Name :				
Address :		Date of Birth:		
Father's/Mother's/Spouse's Name:				
Occupation :		Nationality :	Relationship with the Security holder :	
E-mail Id (in capital letters) :				
<b>(3) IN CASE NOMINEE IS A MINOR</b>				
Date of Birth :		Date of attaining majority :		
Name of guardian :				
Address of guardian :				
Name (1st Holder) :				
Address (1st Holder) :				
Name of the Security Holder(s)			Signature(s)	
Witness with name and address :			Witness Signature	

For RTA Office Use Regd. No.	Inw No.	Com Code:	Seq No.