

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 Email Id: info@sknindustries.in

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

Dear Shareholder(s),

members may note that as per SEBI Circular No.SEBI/HO/MIRSD/MIRSD-PoD-Further, 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 theabove 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 with ΡΔΝ link Aadhaar followina link vour via https://eportal.incometax.gov.in/iec/foservices/#/pre-login/bl-link-aadhaar thereafter update the valid PAN details with RTA (in form ISR-1) of our company latest by 30th September, 2023. (A copy of FormISR-1 is enclosed herewith).
- 2. Update your KYC details (Form ISR-1) and Nomination details (Form SH-13) with our RTA latest by 30th 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	Enclosed:-	
RTA: Skyline Financial Services Private Limited	Form ISR-1	(PAN KYC)
Unit: SKN Industries Limited	Form ISR-2	(Bank Attested Signature)
D-153A, Ist floor, Okhla Industrial Area,	Form ISR-3	(Opt-out of Nomination)
Phase-1, New Delhi-110020	Form SH-13	(Nomination)
Email ID:admin@skylinerta.com		
Phone No: 9953022071		

Thanking you,

Tel No.011-26812682

Yours Faithfully, **For SKN Industries Limited**

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

Form ISR-1

(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)

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

[For Securities (Shares/Debentures/Bond etc.) of listed companies held in physical form]
Date: _ / _ / ____

A. I/We request you to Register/Change/Update the following (Tick $\sqrt{relevant box}$)

PAN	Bank Details	Signature
Mobile Number	E-mail ID	Address

		rity Details:																			
		e Issuer Com													Fol	io N	0.				
Name	e(s) of	f the Security	holder	(s) as		1.															
per C	ertifi	cate(s)				2.															
						3.															
		Face value of																			
		number of S	ecuritie	S					F	rom								Т	0		
(Optional)																					
С.		are submitti		ment	s as j	per t	table	be	low	(tic								instı	ructi	ons):	<u>. </u>
	\checkmark	Document									Ins	tru	ction	ı /	Ren	lark					
		Informatio																			
1.	PAN	of (app) the			r(s)			<u>г</u>				T	1	-	-						
		PAN Wheth											;								
		(linked to A	adhaar):										;								
																			31,20		
		Yes		No	Exemptions/Clarifications on PAN, please refer to Objection Memo in page						n page										
2.		Demat Acco	unt Num	han	4	1	-		-						-	1		-	1	-	1
Ζ.		Demat Acco	unit Num	ibei	Also provide Client Master List (CML) of your Demat Account, provided by																
					the Depository Participant.						leu by										
2			1 6	1		-		-		-		.] :	f the or		ia ale			dua			
3.		Proof of Add	iress of t	the	An	$\frac{y \text{ one}}{Clion}$	e of tl	ne c	10CU	men	$\frac{15,01}{ML}$	11y 1	I the	re .	IS CH	ange	In ac	lares	ded b	DD	
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						Central/State Government and its departments, Statutory / Regulatory															
						Authorities, Public sector undertakings, Scheduled commercial banks, Public Financial institutions.															
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4.		Bank Details	2		Acc		t Nun			11035	III tii			51 (ine s	Jous	с.				
4.		Dalik Details	5				ame:	nbe	···												
							Addr	1055	:												
						C Co									T						
						CRC															
						Original Cancelled Cheque with name of security holder printed on it or															
							assbo														
5.		E-mail Addr	ess					_					_#								
6.		Mobile											#								

* or any date as may be specified by the CBDT (DP: Depository Participant)

in case it is not provided, the details available in the CML will be updated in the folio

Authorization: I/We authorized you (RT) to update the above PAN and KYC Details in my/our folio(s)_____; _____(use separate annexure if extra space is required) in which I / We are the holder(s)(strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

			Hold	ler 1			Holo	der 2			Hold	ler 3	
Signature													
-													
Name													
Full Address													
PIN	\checkmark												

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.	Ban	k Name and Branch								
2.	Ban	k Branch Contact Deta	ils Address:							
	Pho	ne Number								
	Ema	uil Address (in capital l	letter):							
3.	Ban	k Account Number:								
4.	Acco	ount Opening Date:								
5.	Ban	ık Account Holder(s) N	lame(s): 1st							
		2	nd							
		3	rd							
6. Lat	est ph	otograph of the Bank A	Account Holder	·(s)						
	1st account holder 2nd account holder 3rd account holder									
7.	Ban	k Account holder(s) de	etails as per Ba	nk Record	ls					
	a)	Address:								
	b)	Phone Number:								
	c)	Email Address (in ca								
	d)	Signature of Holder([s]	1						
		1st account l	holder		2nd account holder		3rd account holder			
	Seal	l of the Bank			gnature verified as reco					
			(Signature)							
		F	Name of the B	ank Mana	ger:					
Place:			Employee Cod							
Date:			E-mail Addres	s:						

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

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-12						

<u>Form No. SH-13</u> 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: Τo, 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.

(1) PARTICULAR	(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)									
Nature of	Folio	No. N	o. of Securities	Certificate No. (From	1-	Distinctive No.				
Securities				To)		(From-To)				
Equity Shares										
(2) PARTICULAR	S OF NOMINE	E/S								
Name :										
Address :					Date	of Birth:				
Father's/Mother's	s/Spouse's Nai	ne:								
Occupation :		Nati	onality :	Relationship	with the S	ecurity holder :				
E-mail Id (in capital letters) :										
(3) IN CASE NOM	INEE IS A MIN	OR								
Date of Birth : Date of attaining majority :										
	Name of guardian :									
Address of guardi	Address of guardian :									
Name (1st Holder										
Address (1st Hold	ler) :									
Name of the Secu	rity Holder(s	;)		Signature(s)						
Witness with na	me and addre	· · ·		Witness Signature						
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For RTA Office U	so Pogd No									
101 KIA OIICe U	se negu. NO.	Inw No.		Com Code:		Seq No.				

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