



PRIMA PLASTICS LIMITED

MFRS. OF : MOULDED FURNITURE
GOVT. RECOG. EXPORT HOUSE
CIN : L25206DD1993PLC001470



Corp. Office : 41, National House, Saki-Vihar Road, Powai, Andheri (E), Mumbai - 400 072. (India)
Tel.: 0091-022-2857 4768 / 69 / 1791 • Fax : 0091-022-2857 2859
E-mail : investor@primaplastics.com • Website : www.primaplastics.com

January 10, 2022

BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai – 400001

BSE Scrip Code - 530589

Sub: Communication to the Shareholders holding securities in physical mode

Ref: SEBI Circular dated November 3, 2021 read with Circular dated December 14, 2021 regarding "Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination"

Dear Sir,

The Securities and Exchange Board of India (SEBI) has vide its Circular No. SEBI/ HO/ MIRSD/ MIRSD_RTAMB/ P/ CIR/ 2021/ 655 dated November 3, 2021 read with clarificatory Circular No. SEBI/ HO/ MIRSD/ MIRSD_RTAMB/ P/ CIR/ 2021/687 dated December 14, 2021 introduced Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination.

In this regard, and in compliance with said circulars, please find enclosed herewith communication which has been sent to all the shareholders holding shares in physical form (single account holders) indicating the process and documentation required for updation of their KYC, details of Bank Account, Demat account and Nomination with the Registrar and Share Transfer Agent of the Company, viz. Bigshare Services Private Limited.

The Company has also uploaded the following forms as stipulated in the Circulars on its website at the link: <https://www.primaplastics.com/information-for-shareholder.php>

- i) ISR-1 (Investor Service Request),
- ii) ISR-2 (Confirmation of Signature),
- iii) ISR-3 (Opting-out of Nomination)
- iv) SH-13 (Nomination Form) and
- v) SH-14 (Cancellation or Variation of Nomination).





This intimation is also being uploaded on the Company's website at <https://www.primaplastics.com/stock-exchange-announcements.php>

The specimen of the communication sent is appended for your reference and records.

Thanking you,

For Prima Plastics Limited

Vandana S. Ahuja
Company Secretary and Compliance Officer
Membership No. A57118

Encl: as above



PRIMA PLASTICS LIMITED

Regd. Office: 98/4 Prima Housedaman, Industrial Estate, Kadaiya Nani Daman 396210

Tel: +91 22 28570912; Fax: +91 22 2857 2859; CIN: L25206DD1993PLC001470

Website: www.primaplastics.com; E-mail: investor@primaplastics.com

January 5, 2022

Name of the Sole / First Holder :

Address :

Dear Shareholder,

Sub.: Furnishing of PAN, KYC details and Nomination by holders of physical securities

Ref.: SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021

Season's Greetings from **Prima Plastics Limited** ("the Company"). We hope this communicate finds you and your family in safe and good health.

We wish to inform you that the Securities and Exchange Board of India (SEBI) has, vide the captioned Circular dated November 3, 2021, mandated the following for all holders of equity shares in physical form:

- furnishing of PAN, email address, mobile number, bank account details, specimen signature and nomination by holders of physical securities
- any service request shall be entertained only upon registration of the PAN, Bank Account details and Nomination; and
- to ensure that your PAN is linked to Aadhaar by March 31, 2022, being the cut off date or such other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

We observe from our records that you have not furnished some of the mandatory documents/details for your holding in physical form. We request you to furnish the documents/details, as per the table given below, immediately on receipt of this letter.

Documents/Information sought:

Sr. No.	Particulars	Please furnish details in
1	PAN	Form No. ISR-1 (Form enclosed)
2	Address	
3	Email address	
4	Mobile Number	
5	Demat Account details	
6	Bank Account details	
7	Nomination details	Form No. SH-13 (Form enclosed)
8	Declaration to opt out of nomination (in case of opting out)	Form No. ISR-3 Form No. SH-14 (Forms enclosed)

Modes for submission of Documents/Information		
Through <u>any one</u> of the following modes:		
Through 'In Person Verification' (IPV)	Physical / Hard copy	Through Electronic Mode with e-sign from the registered email address
The original documents can be submitted by the Shareholder in person at RTA's office which shall be verified by the RTA and copy(ies) will be retained with IPV stamping with date and initials.	By furnishing original / photocopy(ies) of the relevant document(s) duly self-attested with date.	In case the email address is already registered with RTA, the Shareholder(s) may send the scanned copies of their KYC documents/service requests with e-sign at Company's email-id <u>investor@primaplastics.com</u> with the subject line: PPL_KYC updation – Equity Shares
RTA's Office: M/s. Bigshare Services Private Limited 1st Floor, Bharat Tin Works Building, Opposite Vasant Oasis, Makwana Road, Marol, Andheri (East), Mumbai - 400 059 Tel.: (022) 6263 8200 Fax: (022) 6263 8299		

The aforesaid forms can be downloaded from the website of the Company at the link: <https://www.primaplastics.com/information-for-shareholder.php>

Freezing of Folios without PAN, KYC details and Nomination:

- a. Physical Folios wherein any one of the aforesaid documents/details are not available on or after April 01, 2023, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and shall not be eligible to receive dividend unless the above documents / details are updated.
- b. **After December 31, 2025**, the frozen folios shall be referred by the RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

Thanking you,

Yours faithfully,

For **Prima Plastics Limited**

Sd/-

Vandana S. Ahuja
Company Secretary & Compliance Officer

This communication is computer generated and hence does not require signature.