



DATE

Registered Post No.: RD
Folio No.:

Mail No.: 1

Subject: Request to update Permanent Account Number (“PAN”) linked with Aadhaar, KYC Details and Nomination in respect of shares held in physical form in PTL Enterprises Limited (“the Company”) and dematerialize the same

Dear Shareholder(s),

This is to inform your notice that Securities and Exchange Board of India (“SEBI”) vide its Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 7th May 2024 and Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024, has made it mandatory for the Security Holder (holding shares in physical form) to furnish /update PAN, E-mail address, Mobile number, signature and Bank account details with the Company’s RTA/Company. Choice of nomination is optional, and security holders are requested to avail the nomination facility in their own interest.

In this connection, please note that the Physical Security Holders who have not updated their PAN , E-mail address, Mobile number, signature and Bank Account details shall not be eligible to lodge grievance or avail any service request from the Company’s RTA. The Security Holder shall not be eligible:

- To lodge grievance or avail any service request from the RTA only after furnishing aforesaid documents/ details; and
- To receive any payments including dividend in respect of such folios, only through electronic mode, effective from 1st April 2024.

In view of the above, please arrange to share the below mentioned details/ documents for updation of:

- a) KYC details duly filled in Form ISR-1 along with:
 - Self-attested copy of your PAN card (including PAN card of the joint holders, if any, duly self-attested by them) linked with Aadhaar;
 - Bank account details i.e., bank name, branch name, account number and IFS Code supported by self-attested bank statement or original cancelled cheque leaf;
 - Postal address with PIN Code along with self-attested copy of valid address proof; and
 - Mobile number and E-mail address;
- b) Specimen signature: Duly filled Form ISR-2, signed by shareholder(s), and attested by the Bank Manager with their official seal mentioning their employee code; and
- c) Nomination for the aforesaid folio(s) - Form SH-13 for registering nominee or ‘Declaration to Opt- out’ in the Form ISR-3 in case you do not wish to nominate any person.

For changing a registered nomination, duly filled and signed Form SH-14*. Also please provide the KYC documents of the Nominee, if any.

*in case of cancellation of nomination by shareholder(s) through Form SH-14, declaration to Opt-out in Form ISR-3 shall also be provided by the shareholder(s).

CIN : U74210DL1991PLC042569

Registered Office : 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi -110055, India

Corporate Office : Alankit House, 4E/2, Jhandewalan Extension, New Delhi -110055, India

Phone : +91-11-4254 1234 / 2354 1234 | Fax : +91-11-2355 2001 | Website : www.alankit.com

The relevant Investor Service Request Forms and contact details for sending requisite documents/ details is available , on the investor relation section of website of the Company (www.ptlenterprise.com).

Further, SEBI has mandated that transfer of securities held in physical form shall not be processed unless the same dematerialized. In view of this we request you to dematerialize your shares with a Depository Participant at the earliest.

We request you to send the aforesaid KYC details/ documents and request for dematerialization by any one of the following mode:

- I. **Through post/Courier** by sending the hard copies of the documents which shall be self-attested and dated, at Alankit Assignments Ltd. (Unit:PTL ENTERPRISES IMITED), 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi- 110055.
- II. **Through electronic mode** from your registered e-mail ID, by electronically/digitally signing all the documents to RTA email Lalitap@alankit.com..

Online Dispute Resolution (“ODR”): SEBI vide its Master Circular SEBI/HO/OIAE/OIAE_IAD-1/P/CIR/2023/145 dated 11th August 2023, has introduced ODR Portal, which is in addition to the existing SCORES platform which can be utilized by the investors and the Company for dispute resolution. Please note that the investors can initiate dispute resolution through the ODR portal (<https://smartodr.in>) only after exhausting the option to resolve dispute with the Company and on the SCORES platform.

Thanking you,
Yours faithfully,

For Alankit Assignments Ltd. (Unit: PTL Enterprises Limited)
Sd/-
Authorised Signatory

Encl.: as above

This is computer generated letter and does not require signature.