

PCL/CS/16314

26th May, 2023

The Bombay Stock Exchange Ltd,
Pheroze Jeejeeboi Tower
Dalal Street
Mumbai-400001

SUB: Regarding letters sent to shareholders of the company holding shares in physical form for updation / registration of PAN, KYC and Nomination details

Dear Sir,

Pursuant to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021, Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021, Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/08 dated 25th January, 2022 read with point no. 18 of Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023, we would like to inform the exchange that Punjab Communications Limited has completed the dispatch of letter along with forms - ISR-1, ISR-2, ISR-3, SH-13 and SH-14 to shareholders holding shares in physical form on 16th May, 2023 with the purpose of sensitizing them for updation / registration of their PAN, KYC and Nomination details.

Further, the soft copies of above said forms are also available on the website of the Company i.e www.puncom.com and website of M/s Alankit Assignments Limited being RTA of the Company i.e www.alankit.com for easy access & downloading of respective forms.

A copy of forwarding letter as well as prescribed forms sent to physical shareholder in this regard is enclosed for your reference and record please.

Thanking you,

Yours faithfully,
For Punjab Communications Limited

(Company Secretary)

Encl.: As Above

TO THE SHAREHOLDERS OF PUNJAB COMMUNICATIONS LIMITED HOLDING SHARES IN PHYSICAL FORM :

Dear Shareholder,

Date: May 11, 2023

Sub: Mandatory Updation of KYC/Nomination details-

Pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated Nov 03, 2021, Circular No. SEBI/ HO/ MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated Dec 14, 2021 and SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2022/8 dated Jan 25, 2022 and SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 in which SEBI has

As per the instructions of the SEBI vide above mentioned circulars, in case the KYC details along with nomination is not updated in the folio by September 30, 2023, the transactions of shares in the Folio shall be frozen from October 1, 2023 and no service request will be processed in the Folio.

Form ISR - 1

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

□

DATE:

□	□
□	□
□	□

Security Details:

Name of the Issuer Company	PUNJAB COMMUNICATIONS LIMITED	Folio No.:

I / We are submitting documents as per Table below

□

		Document/Information/ Details	Instruction / Remark
		Yes	
3		holder	<ul style="list-style-type: none"> • (CML) •
4			
6			

Authorization:

in which

	Holder 1	Holder 2	Holder 3

Form ISR - 2

Confirmation of Signature of securities holder by the Banker

Phone number		
1stHolder	2ndHolder	3rdHolder
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	3] <input type="text"/>

Form ISR – 3

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

Name of the Company : PUNJAB COMMUNICATIONS LIMITED
Registered Address of the Company : B-91, Phase VIII, Industrial Area, Mohali (Punjab) - 160 071

do not wish to nominate

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

Name(s) and Address of Security holders(s)

Signature(s)

Sole/First Holder Name

Second Holder Name

Third Holder Name

Name and Address of Witness	Signature

Form ISR-4

Request for issue of Duplicate Certificate and other Service Requests

Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick as relevant, refer to the instructions):

-
-

SEBI circular dated _____ in this

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

SEBI circular dated _____

_____ in

I / We request you for the following (tick relevant box)

- | | |
|---|--|
| <input type="checkbox"/> Issue of Duplicate certificate | <input type="checkbox"/> Claim from Unclaimed Suspense Account |
| <input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate | <input type="checkbox"/> Endorsement |
| <input type="checkbox"/> Sub-division / Splitting of securities certificate | <input type="checkbox"/> Consolidation of Folios |
| <input type="checkbox"/> Consolidation of Securities certificate | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Transposition (Mention the new order of holders here) | <input type="checkbox"/> |

I / We are enclosing certificate(s) as detailed below:

	1. 2. 3.

Document / details required for specific service request:

- I. Duplicate securities certificate
- II. Claim from Unclaimed Suspense Account

Securities claimed	
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- III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. Endorsement

V. Sub-division / Splitting of securities certificate

VI. Consolidation of securities certificate/Folios

VII. Transmission

VIII. Transposition

IX.

Securities claimed	
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_____ item numbers III to _____

Declaration:

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3

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]

To

Name of the Company : PUNJAB COMMUNICATIONS LIMITED
Registered Address of the Company : B-91, Phase VIII, Industrial Area, Mohali (Punjab) - 160 071

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

PARTICULARS OF NOMINEE/S

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____
- (g) _____
- (h) _____

IN CASE NOMINEE IS A MINOR

- (a) _____
- (b) _____
- (c) _____
- (d) _____

Name & Address of Security holder(s)	Name & Address of witness:

Form No. SH-14

Cancellation or Variation of Nomination

[Pursuant to Section 72(3) of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules, 2014]

PUNJAB COMMUNICATIONS LIMITED

or

PARTICULARS OF THE SECURITIES

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

(a) PARTICULARS OF THE NEW NOMINEE:

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.

IN CASE NEW NOMINEE IS A MINOR

- i.
- ii.
- iii.
- iv.

Witness with name and address