



**Standard Shoe Sole
And Mould (India) Ltd.**

95, PARK STREET, 2ND FLOOR
KOLKATA - 700 016
PHONE OFF. : 2226-1175
MOBILE : 84440 76978
E-mail : companysecretary@cel.co.in

Ref : SSSMIL/KYC/2021-2022

Date: 28.02.2022

Dear Shareholder,

Sub: Updation of PAN, KYC, Nomination, Bank Details, Linking of PAN with Aadhaar, etc.

Ref: SEBI circulars no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 & SEBI circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021

This is with reference to the SEBI circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 and SEBI circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 vide which SEBI has directed that the Listed Companies and their Registrar and Share Transfer Agents (RTA) to collect requisite documents for mandatory update of PAN, KYC details, Nomination details and also compulsory linking of PAN and Aadhaar by all shareholders holding shares in physical form.

In this connection, SEBI has notified following forms for updation of the above stated details:

- i. Form ISR-1; Request for Registering PAN/KYC, Bank details or Changes/Updation thereof
- ii. Form ISR-2; Confirmation of Signature of Shareholders by the Banker
- iii. Form ISR-3; Declaration to Opt-out of Nomination
- iv. Form SH-13; Nomination Form
- v. Form SH-14; Change in Nomination
- vi. Form SH-14 and ISR-3; Cancellation of Nomination

Shareholder are requested to submit form ISR-1 for updating PAN and other KYC details with RTA of the Company and link the PAN with Aadhaar with MCS Share Transfer Agent Limited ("RTA"). Linking of PAN with Aadhaar has to be completed latest by March 31, 2022.

Shareholder shall furnish Xerox copy of PAN Card and Aadhaar Card of First holder, original cancelled cheque and banker's attestation of the signature as per form ISR-2 with RTA.

Shareholder shall continue to use form SH-13 and SH-14 for declaration of nomination and change in nomination, respectively. However, in case Shareholder wants to opt-out of nomination, form ISR-3 shall be filed with RTA.

Please furnish your Mobile number and Email address to our RTA for records and in order to receive communications through electronic means.

Shareholder are requested to ensure that the above details are updated with the RTA before March 31, 2023, since folios for which above details are not available thereafter shall be frozen, as per the directive of SEBI. Therefore, in order to avoid freezing of your folios, the shareholders are requested to comply with the aforesaid procedure and send the requisite documents at the earliest.

Please note that after 31st December, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on 31st December, 2025. Further, in respect of such folio(s) you will not be eligible to lodge grievances and receive dividend, till the above-mentioned details are furnished.

Further, please note From January 01, 2022, the Company/RTA shall not process any service requests or complaints received from the shareholder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received.

This information along with requisite forms is also available on the website of the Company <https://www.sssmil.com> or that of MCS Share Transfer Agent Limited Website <https://www.mcsregistrars.com>

The aforementioned forms are required to be submitted to MCS Share Transfer Agent Limited, the Registrar and Share Transfer Agent at below mentioned address:

MCS Share Transfer Agent Limited
Unit : Standard Shoe Sole and Mould (India) Limited
383 Lake Gardens, Ist Floor
Kolkata- 700045
Phone No. (033) 40724051-53
E-mail: mcssta@rediffmail.com

If you have already updated all the information stated above with Company/RTA, kindly ignore this letter.

Thanking you,

Yours Truly,
For **Standard Shoe Sole and Mould (India) Limited**,
Sd/-
Swati Lodha
Company Secretary