

**Regd. Office & Corporate Office :** 376, Industrial Area-A, LUDHIANA-141 003 (INDIA)  
Phone : 91-161-2600701 to 705, 2606977 to 980, Fax : 91-161-2222942, 2601956.  
E-mail : [secnel@owmnaahar.com](mailto:secnel@owmnaahar.com) Website : [www.owmnaahar.com](http://www.owmnaahar.com)  
CIN No. : L17115PB1988PLC008820

NPFL/SD/2023-2024

May 29, 2023

Corporate Relations Department The BSE Limited 25th Floor, P.J. Towers, Dalal Street, MUMBAI – 400 001	Corporate Listing Department The National Stock Exchange of India Limited Exchange Plaza, 5th Floor, Plot No. C/1, G-Block Bandra-Kurla Complex, Bandra (E) MUMBAI – 400 051
SCRIP CODE: 523391	SYMBOL: NAHARPOLY

**SUB: DIRECT INTIMATION (F.Y. 2022-23) TO PHYSICAL SHAREHOLDERS OF THE COMPANY  
TO SUBMIT/UPDATE PAN, KYC DETAILS AND NOMINATION DETAILS**

Dear Sir/Madam,

In terms of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we would like to inform you that the Company has completed the dispatch of intimation letter (Financial Year 2022-23) to the physical shareholders of the Company, for mandatory furnishing/ updating of PAN, KYC details and Nomination by holders of physical securities (Equity Shares) in terms of dated SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 read together with SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021 and SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021 (the "SEBI Circulars").

The copy of letters sent to the shareholders along with requisite forms for KYC updation is enclosed herewith.

The requisite forms are also available on the website of the Company and Registrar and Share Transfer Agent (RTA) i.e. Alankit Assignments Limited.

This is for your information and record please.  
Thanking you.

Yours faithfully,  
FOR NAHAR POLY FILMS LIMITED

  
PRIYA  
(COMPANY SECRETARY)

Encl. As above



# NAHAR POLY FILMS LIMITED

Regd. Office : 376, Industrial - A, Ludhiana - 141003

CIN : L17115PB1988PLC008820

Phone No. : 0161-2600701-705, Fax No. : 0161-2222942

E-mail : secnel@owmnaahar.com, gredressalnplf@owmnaahar.com

Website : www.owmnaahar.com

## INTIMATION TO THE PHYSICAL SHAREHOLDERS

May 10, 2023

Dear Shareholder,

### Sub: Mandatory furnishing/ updating of PAN, KYC details and Nomination by holders of physical securities (Equity Shares)

This is to inform you that the SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 3, 2021 read together with SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021 and SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 (the "SEBI Circulars") has mandated for furnishing/ updating PAN, KYC details (Address, Mobile No., E-mail ID, Bank Details) and Nomination details by all the holders of physical securities in listed company. Therefore, you are requested to note the following and provide the desired information:

Sl. No.	Particulars	Details of documents that are to be submitted	
1.	PAN	For registration / updation in the PAN, Bank details, Address, Email, Mobile number or signature, please provide the details in the prescribed Form ISR-1, annexed herewith, along with related documents as stated therein, self- attested by the shareholder(s).	PAN shall be valid only if it is linked to Aadhaar.
2.	Bank Details		
3.	*Mobile No.		
4.	*E-mail ID		*In case it is not provided, the details available in the Client Master List ("CML") will be updated in the folio.
5.	Address		
6.	Signature		
7.	Confirmation of Signature	Please provide details in Form ISR-2, annexed herewith, along with original cancelled cheque with name of the security holder printed on it / Bank Passbook / Bank Statement attested by the Bank, and Banker's attestation of the signature.	
8.	Nomination	Please provide duly completed prescribed forms as applicable: - Form SH-13 - for registration of Nomination; - Form ISR-3 - Declaration for opting out from Nomination; - for cancellation of existing nomination in Forms SH-14 and ISR-3; - for change in existing nomination in Form SH-14.	

The aforesaid forms are annexed herewith and can also be downloaded from the website of the Company at [www.owmnaahar.com](http://www.owmnaahar.com).

**Consequences of not adhering to the said norms would lead to freezing of Folios without PAN, KYC details and Nomination, as per the SEBI Circulars:**

- a. The RTA shall not process any service requests or complaints received from the holder(s)/ claimant(s), till PAN, KYC and Nomination documents/ details are received.
- b. The folios wherein any one of the said document / details are not available on or after October 1, 2023, shall be frozen by RTA. The securities in the frozen folios shall be eligible to lodge grievance or avail service request from the RTA and shall be eligible for any payment including dividend, etc. only through electronic mode only after furnishing the complete documents/ details, as aforesaid.
- c. Post December 31, 2025, the frozen folios shall be referred by the RTA/ the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

You are requested to forward the duly filled in documents along with the related proofs as mentioned above to the Company at its Registered Office or Registrar and Transfer Agent at the below mentioned address at the earliest:

Mr. Ram Avtar Pandey  
M/s. Alankit Assignments Ltd.  
(Unit: Nahar Poly Films Ltd.)  
Alankit House, 4E/2, Jhandelwala Extension  
NEW DELHI-110055  
Telephone No : (011) 42541234  
E-mail Address : rta@alankit.com

Further, as an on-going measure to enhance ease of dealing in securities markets by investors, SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 has decided that listed companies shall issue the securities in dematerialized form only while processing the service requests for: 1. Issue of duplicate securities certificate; 2. Claim from Unclaimed Suspense Account; 3. Renewal / Exchange of securities certificate; 4. Endorsement; 5. Sub-division / Splitting of securities certificate; 6. Consolidation of securities certificates/folios; 7. Transmission; 8. Transposition.

**Therefore, you are requested to kindly get your shares dematerialised at the earliest.**

You are hereby requested to kindly comply with the SEBI Circulars (read the full SEBI Circulars available on the SEBI website at [www.sebi.gov.in](http://www.sebi.gov.in)).

In case of any queries/clarification, please contact the undersigned or the RTA.

Thanking you,  
Yours Sincerely,

**For Nahar Poly Films Limited**  
**Sd/-**  
**(Priya)**  
**Company Secretary**



		<input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date & organisation stamp <input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. <input type="checkbox"/> Proof of address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse. <input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant
4	Bank details (to be updated for first holder in case of joint holding)	Account Number: _____ # Bank Name: _____ Branch Name: _____ IFS Code: _____  Provide the following: <input type="checkbox"/> <u>original cancelled cheque</u> bearing name of security holder; <b>OR</b> <input type="checkbox"/> <u>Bank Passbook/ Statement attested by the Bank</u> ;
5	E-mail Address	_____ #
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 authorise you (RTA) to update the above PAN and KYC details in following additional folio (s) held in my / our name (use Separate Annexure if extra space is required)

S. No.	Name of the Issuer Company	Folio No.	Quantity of securities	Face value of securities	Distinctive number of Securities (Optional)

in which I / We are the holder(s) (strike off what is not applicable).

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

	Holder 1	Holder 2	Holder 3
Signature	✓		
Name	✓		
Full address	✓		
PIN	✓ □ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □

## Mode of submission of documents to the RTA

Please use any one of the following mode;

- 1. Through 'In Person Verification' (IPV):** The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy(ies) with IPV stamping with date and initials.
- 2. Through Post:** Hard copies of the documents which are self-attested.
- 3. Through electronic mode with e-sign:** The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign\* of the holder(s)/ claimant(s).

\*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

## Note

<ul style="list-style-type: none"><li>• Holders of physical securities in listed company are mandatorily required to furnish PAN, KYC details (Contact details, Bank Account Details, Signature) and Nomination (for all the eligible folios) to enable RTA to process any service request or complaints received from the security holder(s)/ Claimants.</li></ul>	
<ul style="list-style-type: none"><li>• Upon receipt or up-dation of bank details, the RTA shall, suo-moto, generate request to the company's bankers to pay electronically all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.</li></ul>	
<ul style="list-style-type: none"><li>• RTA shall update the folio with PAN, KYC details and Nominee, within timelines as mentioned in the circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 dated November 26, 2021. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.</li></ul>	
<ul style="list-style-type: none"><li>• RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.</li></ul>	
<ul style="list-style-type: none"><li>• Specimen Signature</li></ul>	<p><b>Option A</b></p> <p>i. Security holder shall provide the following documents: (a) Original cancelled cheque with name of the security holder printed on it; or (b) Self-attested copy of Bank Passbook/ Bank Statement;</p> <p style="text-align: center;"><b>and</b></p> <p>ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per <b>Form ISR - 2.</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Option B</b></p> <ul style="list-style-type: none"><li>• The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos. 1-4 of Annexure iV E of SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</li></ul>
<ul style="list-style-type: none"><li>• Nomination**</li></ul>	<ul style="list-style-type: none"><li>• Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR-3, in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</li><li>• Variation in Existing Nomination: Please use Form SH-14</li><li>• Cancellation of Existing Nomination and opting out: use Form SH-14 &amp; Form ISR-3</li></ul>

\*\* Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR - 3**), has to be furnished by the holder(s) separately for each listed company.

*(Page 3 & 4 is for information to investors; print out of the same is not required)*

## Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

### Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN - Exceptions and Clarification	'Exemptions/clarifications to PAN', as provided in clause D to 'Instructions/ Check List for Filing KYC Forms' in Annexure - 1 to SEBI <u>circular No. MIRSD/ SE/Cir-21/2011</u> dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<p><b>Option A</b></p> <p>i. Security holder shall provide the following documents:</p> <p>(a) Original cancelled cheque with name of the security holder printed on it; or</p> <p>(b) Self-attested copy of Bank Passbook/Bank Statement;</p> <p style="text-align: center;"><b>and</b></p> <p>ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Option B</b></p> <p>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos. 1 - 4 of Annexure – E of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</p>
4	Mismatch in Name	<p>Furnish any one of the following documents, explaining the difference in names;</p> <ul style="list-style-type: none"> <li>• Unique Identification Number (UID) (Aadhaar)</li> <li>• Valid Passport</li> <li>• Driving license in Smart Card form, Book form or copy of digital form</li> <li>• Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</li> <li>• PAN card with photograph</li> <li>• Marriage certificate</li> <li>• Divorce decree</li> </ul>
5	Present address of the holder is not matching with the address available in the folio	<p>In case the signature of the holder matches with the record available with the RTA, the request for change in address may be processed within the prescribed timelines.</p> <p>In case there is a difference in signature, the RTA shall follow the procedure as prescribed for mismatch in signature as laid down at Para – 1 of Annexure C of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/ 2023/37 dated March 16, 2023</p>

*(Page 3 & 4 is for information to investors; print out of the same is not required)*

# Form ISR - 2

(see SEBI Circular No. SEBI/HO/MIRSD/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. Bank Name and Branch				
2. Bank contact details Postal Address Phone number E-mail address				
3. Bank Account number				
4. Account opening date				
5. Account holder(s) name(s)	1)  2)  3)			
6. Latest photograph of the account holder(s)				
<table border="1" style="width: 100%;"><tr><td style="width: 33%; text-align: center;">1<sup>st</sup> Holder</td><td style="width: 33%; text-align: center;">2<sup>nd</sup> Holder</td><td style="width: 33%; text-align: center;">3<sup>rd</sup> Holder</td></tr></table>		1 <sup>st</sup> Holder	2 <sup>nd</sup> Holder	3 <sup>rd</sup> Holder
1 <sup>st</sup> Holder	2 <sup>nd</sup> Holder	3 <sup>rd</sup> Holder		
7. Account holder(s) details as per Bank Records				
a) Address				
b) Phone number				
c) Email address				
d) Signature(s)				
1) <table border="1" style="width: 200px; height: 40px;"></table>	2) <table border="1" style="width: 200px; height: 40px;"></table>	3) <table border="1" style="width: 200px; height: 40px;"></table>		
Signature verified as recorded with the Bank				
Seal of the Bank				
	(Signature)			
Place:	Name of the Bank Manager			
	Employee Code			
Date:	E-mail address			



# 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-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)

[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 of 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 No.

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 document as may be prescribed by the competent authority, for claiming my/our aforesaid securities.

Name(s) and Address of Security holders(s)\*  
Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

\* Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature

# 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 :

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 persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) PARTICULARS OF NOMINEE/S -

- (a) Name :
- (b) Date of Birth :
- (c) Father's/Mother's/Spouse's name :
- (d) Occupation :
- (e) Nationality :
- (f) Address :
- (g) E-mail id :
- (h) Relationship with security holder

(3) IN CASE NOMINEE IS A MINOR -

- (a) Date of Birth :
- (b) Date of attaining majority:
- (c) Name of guardian :
- (d) Address of guardian :

Name:

Address :

Name of the Security

Holder (s)

Signature

Witness with

name and address

# Form No. SH-14

## Cancellation or Variation of Nomination

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

Name of the company :

I/We hereby cancel the nomination(s) made by me/us in favour of .....  
(name and address of the nominee) in respect of the below mentioned securities.

or

I/We hereby nominate the following person in place of .....  
as nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled/varied)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) (a) PARTICULARS OF THE NEW NOMINEE :

- i. Name :
- ii. Date of Birth :
- iii. Father's/Mother's/Spouse's name :
- iv. Nationality :
- v. Address :
- vi. E-mail id :
- vii. Relationship with security holder

(b) IN CASE NEW NOMINEE IS A MINOR -

- i. Date of Birth :
- ii. Date of attaining majority:
- iii. Name of guardian :
- iv. Address of guardian :

Signature

Name of the Security  
Holder (s)

Witness with  
name and address