



SUPERIOR INDUSTRIAL ENTERPRISES LIMITED

(FORMERLY KNOWN AS SUPERIOR VANASPATI LIMITED)

Regd. Office: 25, Bazar Lane, Bengali Market, New Delhi- 110001

Date:

Name of the Sole / First Holder :

Folio: :

Address :

Dear Shareholder,

Sub.: Request for furnishing PAN, KYC, nomination and Bank details

We hope this communication finds you and your family in good health.

We draw your attention to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 03rd November, 2021 and further clarification vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021, wherein it was directed by SEBI to mandatorily update the PAN, KYC, Nomination details, Bank details, Contact details and Specimen Signature of all the Shareholders holding Shares in physical form and compulsory linking of PAN with AADHAAR on or before April 1, 2023. SEBI has issued another circular vide Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 in supersession of above mentioned circular, whereby all shareholders are instructed to complete their KYC as detailed in letter below **on or before September 30, 2023**.

In terms of above-mentioned circular (SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37) SEBI has mandated the following:

- a. furnishing of PAN, Postal address with PIN, e-mail address, mobile number, bank account details and nomination by holders of physical securities, specimen signature.
- b. ensuring linking of PAN to Aadhaar (As per the Central Board of Direct Taxes (CBDT), it is mandatory to link PAN with Aadhaar number for resident investors by **June 30, 2023 or any other date as may be specified by the Central Board of Direct Taxes** to avoid freezing of your folio.
- c. any grievance or service request shall be entertained by the RTA only upon furnishing the PAN, nomination, bank details, contact details and specimen signature.

Please provide detail which is not available with us and if you require any change kindly submit the specified form as tabulated below for necessary update in your folio with the Company Registrar and Transfer Agent (RTA) - MAS Services Limited, T-34, 2nd floor, Okhla Industrial Area, Phase- II, New Delhi – 110020 or email at investor@masserv.com; [Phone- 011-26387281-82-83](tel:011-26387281-82-83)

Please find below details as registered with RTA

PAN- 1 st Shareholder	PAN- 2 nd Shareholder	PAN- 3 rd Shareholder
«PAN1»	«PAN2»	«PAN3»

Registered Details of 1st Shareholder

Email id :-«EMAIL»		
Bank Account Number:-«ACNO»	Bank MICR	«ACNO»«MICRCD»
IFSC Code:-«IFSC»	Mobile No.	«PHONE»
Nominee Name:-:«NOM»		

A communication had been sent to you earlier requesting submission of documents/ details in this regard. We observe from our records that you have not furnished these mandatory documents/details. We request you to furnish the documents/details pursuant to above circular, as per the table below, to the Registrars & Transfer Agents M/s. MAS Services Limited, on receipt of this letter on an urgent basis

Keeping in view the above provisions, shareholders holding shares in physical mode are requested to follow the Procedure/ Instructions as notified by SEBI in regard to updation of **PAN, KYC details, Nomination immediately** in the specified forms as detailed below.

Sr. No.	Details to be updated or incorporated	Document required	Form required
1.	PAN(S) (including of joint holder)	Self-attested copy of pan card (please make sure pan to be linked with aadhaar on or before June 30, 2023)	ISR-1
2.	Change of address	Copy of any one : 1. Unique Identification Number (UID)(Aadhaar) 2. Valid Passport, 3. Registered Lease or Sale Agreement of Residence, 4. Driving License, 5. Flat Maintenance bill, 5. Utility bills like Telephone bill (only land line) Electricity bill or Gas bill not more than 3 months old), 6. Id card/document with address issued by any of the following : Central/State Government and its departments (duly attested by their employer), 7. The Proof of Address in the name of the spouse, 8. Client Master List provided by Depository Participant.	ISR-1
3.	Email id	Mention e-mail id in ISR-1	ISR-1
4.	Mobile Number	Mention mobile number in ISR-1	ISR-1
5.	Bank detail	Original cancelled cheque (shareholder name printed on it); or Bank passbook/statement attested by bank	ISR-1
6.	Confirmation of Signatures	Original Cancelled cheque (shareholder name printed on it) or Bank passbook/statement attested by bank and signature attested by bank on ISR-2	ISR-2 & ISR-1
7.	Incorporation of Nomination	Detail of nominee in SH-13	SH-13
8.	Cancellation or Change of Nomination	Detail of in SH-14	SH-14
9.	Declaration to opt-out of nomination	Declaration in ISR-3	ISR-3

The aforesaid forms can be downloaded from the website of the Company or RTA website

Kindly note that non - updation of PAN, KYC and Nomination details would result in Freezing of Folios:

- Folios wherein any one of the said document / details are not available **on or after October 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA. Further effective April 01, 2024 you will not be eligible for receiving dividend, interest or redemption payment in physical mode, these payments shall be processed only through electronic mode.
- After December 31, 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.
- The RTA shall revert the frozen folios to normal status upon receipt of all the documents/details.

You are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms to the following address at the earliest:

MAS Services Limited

T-34, 2nd Floor, Okhla Industrial Area, Phase - II, New Delhi - 110020

Ph.No. :- 011-263872 81/82/83

Website:-www.masserv.com;Email:-investor@masserv.com

The scan copies of the documents may also be e-mailed through your registered email id with MAS Services Limited (RTA) at the e-mail id investor@masserv.com duly e-Signed# on the forms and all proofs.

The above-mentioned Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 can be accessed on the website of the Company as well as on the website of the Securities and Exchange Board of India.

All the shareholders are requested to dematerialize their shares. The ISIN of Company is INE843L01012.

In case of any query, the shareholders may contact either the Company at 011-43585000 or MAS Services Limited, Registrar and Transfer Agent.

Thanking you,

Yours faithfully,

For **SUPERIOR INDUSTRIAL ENTERPRISES LIMITED**

Sd/-

Company Secretary and Compliance Officer