



NOVA IRON AND STEEL LIMITED

Registered Off: Village - Dagori, Tehsil - Belha, Distt - Bilaspur, Chhattisgarh - 495224

Tel: 07752-285206, Fax No. 07752-285213

Web: www.novaironsteel.com , E-mail: rai_nisl2007@yahoo.com

CIN: L02710CT1989PLC010052

Dear Shareholder(s),

We wish to inform you that Securities and Exchange Board of India (SEBI) has, by its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021, read with Circular No. SEBI/HO/ MIRSD_RTA/P/CIR/2021/687 dated 14th December 2021, has made mandatory that shareholder holding shares in physical form should submit copies of PAN Card, KYC details, Bank account details and Nomination to the Company/ Registrar and Share Transfer Agent (RTA).

In view of above, we request you to please provide the following

- a) For updations of PAN number and KYC details, please fill up the attached Form ISR-1
- b) Self-attested copy of your PAN card (including PAN Card of the joint holders duly self-attested by them)
- c) Postal address with PIN Code, Self-attested copy of your valid address proof.
- d) Mobile number and E-mail address.
- e) Bank account details i.e., bank name, branch, account number and IFS Code supported by self-attested bank statement or original cancelled cheque leaf.
- f) Specimen signature - Provide Banker's attestation of the signature in the attached Form ISR - 2.
- g) Nomination for the aforesaid folio(s) in the attached Form SH-13 or 'Declaration to Opt-out' in the attached Form ISR-3, if you do not wish to nominate any person or change of nomination in attached Form SH-14*;

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

- Note**
1. Please note that in case any one of the aforesaid documents/ details is not available in the folio on or after April 1, 2023, such folios shall be frozen by the RTA. Once your folio is frozen, any service request in such folio shall be processed by the RTA only after receipt of the complete documents/ details as aforesaid.
 2. Please link your PAN with your Aadhar number by 31st March 2022 or any other date as may be specified by the Central Board of Direct Taxes, otherwise your Folio shall be frozen.
 3. If the folio remains frozen till 31st December 2025, it shall be referred to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002 for necessary action.
 4. Further, SEBI has also amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that transfer of securities held in physical form shall not be processed unless the same are held in the dematerialized form with a depository. This implies that you will not be able to transfer the shares held in physical form. In view of this we request you to dematerialize your shares at the earliest else you will not be able to transfer your shares held in physical form.

We request you to send the above document/details to the Company's RTA i.e.:

Skyline Financial Services Private Limited

(Nova Iron and Steel Limited)

D-153A, 1st Floor, Okhla Industrial Area,

Phase- 1, New Delhi – 110020

Tel: 011-40450193-97, Fax 011-2681282-83

Contact Person- Ashish Aggarwal (9868766651)

Email: info@skylinerta.com, rta.nova.rg@gmail.com

Modes for Submission

- I. In hard copies by furnishing original/photocopy (ies) of the relevant document duly self attested end date.
- II. In case your email id is already registered with RTA, you may send the scanned copies of your KYC documents with digitally signed at the RTA email id i.e. rta.nova.rg@gmail.com.

Thanking you

Yours faithfully

For **Nova Iron and Steel Limited**

Sd/-

Company Secretary

Form ISR – 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF [For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: ____/____/____

A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail address	<input type="checkbox"/> Address

B. Security Details:

Name of the Issuer Company		Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of securities		
Distinctive number of securities (Optional)	From	To



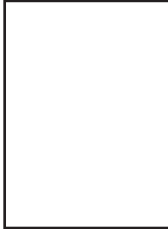



C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document / Information / Details	Instruction / Remark
1		PAN of (all) the (joint) holder(s)	
		PAN Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <p>PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4</p>
2		Demat Account Number	Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by DP. Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><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.</p> <p><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.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse</p>
4		Bank details	<p>Account Number: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p style="text-align: center;">Provide the following:</p> <p style="text-align: center;"><u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank #</u></p>

Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 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)		
	1 st Holder	2 nd Holder	3 rd Holder
			
7	Account holder(s) details as per Bank Records		
	a) Address		
	b) Phone number		
	c) Email address		
	d) Signature(s)		
	1) 	2) 	3) 
	Seal of the Bank	Signature verified as recorded with 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_RTAMB/P/CIR/2021/655 dated November 03, 2021 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)

Signature(s)

Sole / First Holder Name: _____

Address: _____

Second Holder Name: _____

Address: _____

Third Holder Name: _____

Address: _____

Name and Address of Witness	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 the 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 of the security Holder (s) :	
Signature :	
Witness with name and address :	
Witness Signature :	

Form No. SH-14

Cancellation or Varification 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 favor 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 the 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:

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

Signature(s)

Sole / First Holder Name: _____

Address: _____

Second Holder Name: _____

Address: _____

Third Holder Name: _____

Address: _____

Name and Address of Witness	Signature