

APOORVA LEASING FINANCE AND INVESTMENT COMPANY LIMITED

Corporate Office: C-1/9 First Floor, Sector – 31, Gautam Budh Nagar, Noida, 201301

Registered Office: Block 34, House No. 247, Trilok Puri, Delhi-110091

CIN No. L74899DL1983PLC016713 Email : apoorvaleasing@gmail.com

PH # 0120 - 4372849

Important Notice for Shareholders holding shares in Physical Form

SEBI vide circular no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 has introduced Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination, superseding SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021.

Synopsis of the circular are as under:

1. Mandatory furnishing of PAN, Nomination, Contact details, Bank A/c details and Specimen signature (KYC documents) by holders of physical securities.

2. Folios of holders of physical securities without PAN, Nomination, Contact details, Bank A/c details and Specimen signature shall be frozen by the Registrar and Share Transfer Agent (RTA) on or after 1st October, 2023.

3. The security holder(s) whose folio(s) have been frozen shall be eligible:
(a) to lodge grievance or avail any service request from the RTA only after furnishing the KYC documents and

(b) for any payment including dividend in respect of such frozen folios, only through electronic mode with effect from 1st April, 2024.

4. Frozen folios shall be referred by the RTA / listed 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.

5. The RTA shall revert the frozen folios to normal status upon receipt of all the KYC documents.

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Action Required:

1. Investors shall submit Form ISR-1 to Company's RTA, i.e. TSR Consultants Private Limited (TSR) for updating PAN and other KYC details.

2. In case of mismatch in the signature of the holder in the records of TSR or updation of signature, the investor shall furnish original cancelled cheque and banker's attestation for the signature as per Form ISR-2.

3. Investors shall fill Form SH-13 for declaration of nomination and if required, Form SH-14 for variation in nomination. However, in case investor wants to opt-out of nomination, Form ISR-3 be submitted to TSR.

Investors are requested to read the aforesaid circular and ensure that above details are updated with TSR before 30th September, 2023. Thereafter, folios for which the above details are not available shall be frozen by TSR.

The Forms are available at following links :

- 1. Form ISR-1 , Form ISR-2 and Form ISR-3**
<https://www.apoorvaleasingfinance.com/index.php?event=Investor%20Relation>
- 2. https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/revForm%20ISR-1_p.pdf**
- 3. https://www.sebi.gov.in/sebi_data/commondocs/mar-2023/Form_ISR-2_p.pdf**