

J R D FINANCE Limited

Regd. Office: 1/1A, Biplabi Anukul Chandra Street, 5th Floor, Room No. 5G, Kolkata – 700 072

CIN: L65999WB1993PLC058107

Phone: 033 – 4006 6062, Email: fin.jrd@gmail.com Website: www.jrdfinance.com

Date: 20.01.2022

Dear Shareholder,

Sub: Mandatory furnishing/updating of PAN, full KYC details (address proof, bank details. email address. Mobile no)

This is to bring to your notice that the Securities and Exchange Board Of India (“SEBI”) vide its Circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 Dated November 3,2021 has mandated furnishing of the following documents/details by all the holders of Physical Securities.

- 1.PAN
- 2.Nomination details
- 3.Contact details (postal address with PIN, Mobile Number and E-mail address)
4. Bank Account No details (Bank Name and branch ,bank account number,MICR,IFSC Code and cancelled cheque))
5. Specimen Signature.

Since the aforesaid details with respect to the shares held by you in the Company are not present database of our Registrars, We request you kindly furnish the same to our Registrar through the enclosed Form ISR-1, along with the necessary attachment/documents as stated in the form itself. While filling up the form. Please strike out the portion which is not applicable to you.

Please also note that the PAN to be furnished by you should be linked with Aadhaar.In case the same is not linked you are requested to do the same By 31st March, 2022. In the event such linkage is not done with the specified date Your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which PAN has not been furnished.

If you want to register /update your signature in The Company/RTA records, please submit Form ISR-2 duly verified by your banker. A copy of Form ISR-2 is enclosed.

For appointing a nominee you are requested to furnish the enclosed Form SH-13.While filling up the form, please strike out the portion which is not applicable to you.

In case you do not wish to nominate any person with respect to the physical shares held by you, then, please Form ISR-3.

In case you wish to cancel/change nomination at a later date with respect to the physical shares held by you, then please furnish the enclosed Form-SH-14.

Copies of the above-mentioned forms can also be download from the website of our Registrars at //www.skcinfo.com and <http://skinfo.in/admink/> and also available on the website of the Company <https://www.jrdfinance.com/>.

The aforesaid documents are stated above can be provided to our Registrars by any of the following mode

1. Through “In person Verification”. In this case kindly bring the original documents along with copy thereof. The copy will be retained by Registrars after proper verification.
2. Through hard copies which are self attested with dated.
3. Through electronic mode with e-signature.

In the event of failure in submission of aforesaid details, your folio to be frozen by Registrars. w.e.f April 1,2023.Such frozen securities shall be referred by the Registrars of the Company to the administering authority under Benami transactions (Prohibitions) Act,1988 and or Prevention of Money Laundering Act,2002,if they continue to remain frozen as on December 31,2025.

Kindly note that in compliance with SEBI notification no.SEBI/LAD-NRO/GN/2018/24 dated June 8,2018 and further notification dated November 30,2018 with effect from April 1,2019,transfer of securities shall be processed by the Company/Company's registrar &Transfer Agent ONLY in dematerialized form .Hence ,we also request you to convert your physical shares into dematerialized (Demat) form immediately.

As such you are kindly requested to take a note of the above and furnished the aforesaid documents at the earliest.

In case you have already furnished the aforesaid documents, then kindly ignore this communication.

Please note the following contact information of our RTA for submission of details as stated above:

M/s S K Infosolutions Pvt Limited
D/42 Katju Nagar (Near South city Mall)
Ground Floor, Jadavpur
Kolkata -700032
Email id:contac@skcinfo.com/skcdilip@gmail.com
Phone no-033-241-20027 & 033-24120029

Yours Faithfully
For J R D Finance Limited

Sd/
(Pritha Sinha Pandey)
Company Secretary/Compliance Officer.