



Machino Plastics Limited

Registered Office & Plant:

3, Maruti J.V. Complex, Delhi-Gurugram Road, Tel: 0124-2341218, 2340806
Haryana – 122 015, India. Fax: 0124-2340692

CIN:L25209HR2003PLC035034
Email: admin@machino.com
Website: www.machino.com

31st May, 2023

The BSE Ltd.
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai-400001
corp.relations@bseindia.com
Scrip Code No: 523248

Sub: Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Re.: Request to furnish PAN, KYC details and registration of nomination in the folio of the holders of physical securities

Dear Sir(s),

With reference to the SEBI circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 and in continuation to our letters dated 3rd March, 2022, please find enclosed a specimen of the letter sent to those shareholders who have not furnished either the PAN, KYC or nomination details against their shareholding in the physical folio(s). The shareholders are advised to furnish the prescribed KYC documents / details, to the Registrar & Share Transfer Agent viz. Alankit Assignments Limited.

This is for your kind information and record.

Thanking You,

Yours faithfully

For Machino Plastics Limited

Aditya Jindal
Digitally signed
by Aditya Jindal
Date: 2023.05.31
17:13:43 +05'30'

Aditya Jindal
Chairman cum Managing Director



6th March 2023

Folio No.:

Name

Address

Subject : SEBI Circular for updations of Permanent Account Number (PAN), KYC Details and Nomination in respect of your physical shareholding in MACHINO PLASTIC LIMITED ("the Company") and Dematerialization of shares

Dear Shareholder(s),

This is further to our letter, dated 3rd March 2022 sent earlier, informing 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, mandated that shareholder holding shares in physical form should furnish copy of PAN, KYC details and Nomination to the Company/ Registrar and Share Transfer Agent (RTA).

In view of the above, please provide the following:

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

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CIN : U74210DL1991PLC042569

Registered Office : 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi -110055, India

Corporate Office : Alankit House, 4E/2, Jhandewalan Extension, New Delhi -110055, India

Phone : +91-11-4254 1234 / 2354 1234 | Fax : +91-11-2355 2001 | Website : www.alankit.com

SEBI Registration Nos.- INZ000193033, INP000001363, IN-DP-NSDL-14-96, IN-DP-CDSL-43-99, INR000002532

Note 1: The Company/ RTA shall not process any service requests or complaints received from the holder(s)/ claimant(s), till PAN, KYC and Nomination documents/ details are complete in the folio. Also, 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.

Note 2: If the folio remains frozen till December 31, 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.

Note 3: 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. 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 aforesaid details/ documents to Alankit Assignments Limited (Unit: MACHINO PLASTIC LIMITED), 205-208, Anarkali Complex, Jhandewalan Extension, NewDelhi-110055 or through email at kycupdate@alankit.com at the earliest, by any one of the following modes:

- I. Through hard copies which should be self -attested and dated.
- II. Through electronic mode, provided that they are sent through E-mail id of the holder registered with RTA and all documents should be electronically/digitally signed by the Shareholder.

Thanking you,

Yours faithfully,

For Alankit Assignments Ltd.
(Unit: MACHINO PLASTIC LIMITED)

Sd/-
Authorised Signatory

This is computer generated letter and does not require signature.