

**STEEL STRIPS INFRASTRUCTURES LIMITED**

CIN : L27109PB1973PLC003232

**Registered Office:** Village Somalheri/Lehli P.O, Dappar, Tehsil Derabassi,  
Distt. S.A.S Nagar, Mohali (Punjab)-140506**Website:** [www.ssilindia.net](http://www.ssilindia.net); **Email:** [ssl\\_ssg@glide.net.in](mailto:ssl_ssg@glide.net.in);

Ph: +91- 172-2793112

Dear Shareholders,

Date:-31<sup>st</sup> January, 2022**Subject: Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination**

With reference to captioned subject, we would like inform you that, the Securities and Exchange Board of India ("SEBI") has vide its circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 laid down common and simplified norms for processing Shareholder's service request by RTAs. The said circular is effective from 1st January, 2022 and also requires persons holding shares in Physical Form for mandatory furnishing of PAN, KYC details & nomination, freezing of folios without valid PAN, KYC details & Nomination, compulsory linking of PAN and Aadhaar by Shareholders. Further, the SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14th December, 2021 has provided clarifications to the circular dated 3rd November, 2021 (collectively referred to as 'the Circulars'), copies of the Circulars together with the relevant forms are available on the website of the Company.

In view of above, we in your own interest, request you to kindly submit the self-attested details/ documents mentioned in following table to the RTA at the earliest possible at their address mentioned below:-

Sr. No.	Documents / details to be provided by Shareholder(s)	Please furnish details in
1	Valid Pan Linked with Aadhar	Form No. ISR-1
2	Postal Address with PIN	
3	E-mail address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Signature (in case of change in signature)	Form No. ISR-2
8	Nomination Registration	Form No. SH-13
9	Cancellation or variation of Existing Nomination	Form No. SH-14
10	Declaration to opt-out of nomination	Form No. ISR-3

(\*The aforesaid Forms can be downloaded from the Company website [www.ssilindia.net](http://www.ssilindia.net).

Kindly submit the aforesaid self-attested details / documents to RTA at the following address:

**Link Intime India Private Ltd****Unit- Steel Strips Infrastructures Limited**Noble Heights, 1<sup>st</sup> Floor, Plot No.NH2, LSC, C-1 Block, Near Savitri Market,  
Janakpuri, New Delhi-110058; Phone-011-49411000, Fax-011-41410591,Email Id: [birendra.singh@linkintime.co.in](mailto:birendra.singh@linkintime.co.in)

You can also e-mail the aforesaid details / documents duly e-signed / digitally signed (DSC) through your e-mail registered with RTA

Further, we would like to draw your attention that, w.e.f. 01<sup>st</sup> January, 2022, RTA will not process any service request or complaint from Shareholder(s)/ Claimant(s), for those Folios wherein the details/ documents mentioned in the aforesaid table are not available and the said Folios shall be frozen by the RTA/ the Company in the manner and timelines prescribed in the Circulars.

You are requested to kindly go through the SEBI Circulars and comply and submit the aforesaid details/ documents to RTA at the earliest. In case of any clarification/ assistance, please contact with the RTA/ the Company respectively.

Yours Faithfully,

For **Steel Strips Infrastructures Limited**

Sd/-

**Deepika Gupta****Company Secretary & Compliance Officer**

This communication is computer generated and hence does not require signature.