

Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination

Dear Shareholders,

As per SEBI Circular No: SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021:

I. It shall be mandatory for all holders to provide their PAN and other KYC details to the RTA of the Company i.e. Bigshare Services Private Limited

II. It shall be mandatory to link your PAN with your Aadhar

III. Shareholders of physical securities in listed company to furnish the following documents / details to the RTA

a) PAN

b) Nomination (for all eligible folios)

Details of nomination details shall be furnished hard copy or through electronic mode with e signature, as follows;

1. Either

- Nomination through Form SH-13 as provided in the Rules 19 (1) of Companies (Shares capital and debenture) Rules, 2014

Or

- Declaration to Opt out', as per Form ISR-3

2. In case of cancellation of nomination by the holder(s) through Form SH -14, then 'Declaration to Opt out' shall be provided by the holder(s)

3. Securities holder(s) can change their nominee through Form SH-14

c) Contact details, Postal address with PIN, Mobile number, Email address.

d) Bank account details (bank name and branch, bank account number, IFSC code

e) Specimen Signature

Kindly note that the formats of the above mentioned forms are available on the website of the Company (www.duconinfra.co.in) under the head "Nomination and KYC Forms"

We request you to do the needful from your end.

Thanking you,

Yours Faithfully,

For Ducon Infratechnologies Limited

Sd/-

Darshit Parikh
Company Secretary