



## DUCON INFRA TECHNOLOGIES LIMITED

Regd. Office: Ducon House, Plot No. A/4, Road No.1, MIDC,  
Wagle Industrial Estate, Thane (W) – 400 604. India  
Tel. : 91-22-41122114, Fax 022 41122115 URL : www.duconinfra.co.in  
Email: info@duconinfra.co.in, CIN No: L72900MH2009PLC191412

Dear Shareholder (holding Physical Share Certificate),

**Subject: Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination by holders of physical securities**

**Ref: SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023**

SEBI has vide Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/687 dated December 14, 2021, mandated furnishing of details of PAN, email address, mobile number, bank account and nomination by holders of physical securities. The said norms/ procedural requirements were further simplified/ modified/ revised by the SEBI vide its **Circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023** ("SEBI circular dated March 16, 2023") to address the difficulties being faced by the investors regarding certain procedural aspects of the provisions and documentation required for processing investor service requests. The SEBI circular dated March 16, 2023 supersedes the earlier aforesaid circulars.

The Securities and Exchange Board of India ("SEBI") vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 has mandated:

- a. To furnish the details of PAN, nomination, contact details, bank account details and specimen signature to Registrars and Transfer Agent of the Company (RTA) by holders of physical securities; and
- b. In case of failure to provide required documents and details as per the aforesaid SEBI circular, all folios of such shareholders shall be frozen **on or after 1st October, 2023** by the RTA and the shareholders will not be eligible to lodge grievance or avail service request from the RTA and not eligible for receipt of dividend in physical form.

In view of the above, shareholders of the Company holding securities in physical form and in respect of whose details as mentioned in point no.(i) are pending, are requested to provide required documents and details as per SEBI Circular to Registrar & Share Transfer Agent on the following Address;

**M/s. Bigshare Service Private Limited**

Office No. S6-2 6<sup>th</sup> Floor,  
Pinnacle Business Park,  
Next to Ahura centre, Mahakali Caves Road,  
Andheri (E) Mumbai – 400093  
Board No: 022-62638200/222  
Fax No. + 91 22-62638299,  
Email: [investor@bigshareonline.com](mailto:investor@bigshareonline.com)  
Website - <https://www.bigshareonline.com/>



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The aforesaid mentioned format of ISR-1, ISR-2, ISR-3, SH-13 and SH – 14 is enclosed herewith for your ready reference.

For further information please refer to SEBI Circular No. [SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023](#) available here: SEBI Circular on 'Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination'

You may get in touch with our RTA for any queries or assistance in this regard.

Kindly take note of the above and to treat the same as compliance with the applicable provisions of the Listing Regulations.

For DuconInfra technologies Limited

Sd/-  
Darshit Parikh  
Company Secretary