

January 19, 2022

To,

Mr. Ashok Kumar

Sub: Request for updating the KYC details as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated Nov 3, 2021

This is with reference to the above mentioned circular issued by SEBI that mandates all the listed companies to record the PAN, Nomination, KYC details of all the shareholders and Bank Account details of first holder holding securities in physical mode.

The salient features and requirements of the circular are as follows:

A) **Non - Updation of KYC leading to freezing of Folios** : Wherein any ONE of the cited details/documents (i.e PAN, Bank Details, Nomination) are not available on or after April 01, 2023, shall be frozen as per SEBI circular by Link Intime India Private Limited ('RTA').

1) The securities in the frozen folios shall be:

- Eligible to lodge any grievance or avail service request from the RTA only after furnishing the complete documents/ details as aforesaid.
- Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.

2) a) The relevant formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13 , SH-14 and SEBI circular are available on the RTA's and Company's website as mentioned below:

<https://www.linkintime.co.in> → Resources → Downloads → General → Formats for KYC.

<https://investor.indiamart.com/index.htm> → Investor ToolKit → Investor Forms.

b) Original cancelled cheque leaf bearing the name of the first holder failing which first security holder is required to submit copy of bank passbook / statement attested by the bank which is mandatory for registering the new bank details.

B) **Mandatory Linkage of PAN with Aadhar** - As per the Central Board of Direct Taxes (CBDT) it is **mandatory to link PAN with Aadhar number** by March 31,2022. Security holders who are yet to link the PAN with Aadhar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs and the ones which are linked to the Aadhar number. The folios in which PAN is / are not valid as on the notified cut-off date of **March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.**

In view of the above, request you to please submit your nomination details in Investor Service Request Form ISR-1 appended herewith, along with the required supporting documents as stated in Form ISR-1 at the earliest.

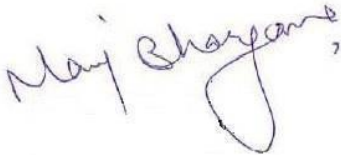
You may use any ONE of the following modes for submission:

1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s).
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
 - (a) In case your email is already registered with us, you may send the scanned copies of your KYC documents with e-sign at kyc@linkintime.co.in. Kindly mention the email subject line as "KYC Updation -(Company Name)- Folio No : _____"
 - (b) Investors can also upload KYC documents with e-sign on RTA website <https://www.linkintime.co.in> →Investor Services →KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empanelled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,

For IndiaMART InterMESH Limited



(Manoj Bhargava)
Sr. Vice President (Legal & Secretarial),
Company Secretary & Compliance Officer