

UNIT: INNOVATIVE TECH PACK LIMITED

Date: 18 Feb, 2022

To The Shareholder of INNOVATIVE TECH PACK LIMITED Holding Physical Shares

Dear Shareholder(s),

Sub: - Mandatory Updation of KYC/Nomination details

Pursuant to SEBI Circular No. **SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR2021/P/2021/655 dated Nov 03, 2021** and Circular No. **SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated Dec 14, 2021** in which SEBI has prescribed Common and Simplified Norms for processing investor's service request by RTAs and norms for mandatory furnishing of PAN, KYC details, BANK, Nomination etc. of all the shareholders, holding shares in physical form through their RTA. Company INNOVATIVE TECH PACK LIMITED has initiated steps for registering the KYC detail (PAN, Bank detail and Specimen Signatures, Nomination etc.) of all its shareholders accordingly.

As per our record your KYC details, Bank, PAN, Specimen Signature/s, and Nomination etc. are not available in the Folio. It is requested therefore to please submit the following details in attached formats along with the supporting document/s within 30 days from receipt of this letter mandatorily: -

1. Self-attested copy of PAN card & Address proof (Preferably Aadhar) of the shareholder/s as per **FORM ISR-1** enclosed.
2. Confirmation of Specimen Signature and Bank details from your Banker along with Cancelled cheque leaf with printed name (If name is not printed on the cheque, please provide legible copy of Bank passbook/Bank statement with Bank's stamp as per **FORM ISR-2** enclosed.
3. Duly filled in and signed form for **NOMINATION** as per **FORM No. SH-13** enclosed or duly signed **Form ISR-3** in case Nomination not required.
4. Valid Mobile No & Email address to be provided as per enclosed format.
5. The Securities holder /claimant shall submit filled up Form ISR-4 as per format attached to this Letter, in case of processing of service request for issue of duplicate share certificate or any other service request and the Form ISR-4 is also available on the website of the Company and RTA.

* All forms mentioned above and other relevant information are also available on the website of the company (www.ommetals.com)

In case of non-receipt of above mentioned documents, transactions in the folio would be frozen with effect from **April 01, 2023**

Further, SEBI has issued SEBI (Listing Obligations and Disclosure Requirements) 4th Amendment Regulations, 2018 and amended the provision relating to transfer of listed Securities. The amendment mandates that a request for transfer of securities shall not be processed unless the securities are held by the shareholders in dematerialized form with the Depository. Further Share in Demat form will improve ease & convenience in the transfer of securities. The aforesaid amendment is already effective from April 01, 2021.

"ACCORDINGLY, YOU ARE REQUESTED TO GET YOUR SHARES COMPULSORY DEMATERIALIZED ON PRIORITY"

Yours Faithfully,

For M/s INNOVATIVE TECH PACK LIMITED
Sd/- MOHIT CHAUHAN
Company Secretary & Compliance Officer
TEL: 0120-5100504
Email id: cs@itplgroup.com
Web : <https://www.itplgroup.com/>

RTA Correspondence Address:
BEETAL Financial & Computer Services Pvt Ltd.
BEETAL HOUSE, 3rd Floor, 99, Madangir, Behind LSC,
New Delhi - 110062
TEL: 011-29961281-283 , 26051061, 26051064
Email: beetalrta@gmail.com
Web: <http://www.beetalfinancial.com/>

Form ISR – 1

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

✓ PAN	✓ Address
✓ Bank details	✓ E-mail Id
✓ Signature	✓ Mobile number

B. Security Details:

Name of the Issuer Company	INNOVATIVE TECH PACK LIMITED	Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of securities	No.	Face value@ Rs. 1.00/- each
Distinctive number of securities	From	To

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document/Information/Details	Instruction / Remark
1		PAN of (all) the (joint) holder(s)	
		PAN - Whether it is Valid (linked to Aadhaar): Y / N PAN shall be valid only if it is linked to Aadhaar by March 31, 2022*
2		Demat Account Number Also provide client master list (CML) on your Demat Account provided by Depository Participant
3		Proof of Address of the first holder	Provide any one of the documents, only if there is change in the address; • Client Master List (CML) of your Demat Account, provided by the Depository Participant • Valid Passport / Ration Card / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill /Aadhar card/Utility bill like Telephone bill (Only Landline), Electricity or Gas bill not more than 3 months old.
4		Bank details	Provide original cancelled cheque with name of the security holder printed on it. Or Bank Passbook or bank statement attested by the bank.
5		E-mail address Alternatively the e-mail address available in the CML will be updated in the folio
6		Mobile Alternatively the mobile number available in the CML will be updated in the folio

*Or any dates as may be prescribed by CBDT

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____ in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature			
Name			
Full address with Pincode			

Mode of submission of documents to the RTA

Please use any one of the following mode;

1. In Person Verification (IPV): by producing the originals to the authorized 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. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

Note

<ul style="list-style-type: none"> • It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios). 	
<ul style="list-style-type: none"> • Upon receipt or updating of bank details, the RTA will automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful. 	
<ul style="list-style-type: none"> • RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA. 	
<ul style="list-style-type: none"> • RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination. 	
<ul style="list-style-type: none"> • Specimen Signature 	<ul style="list-style-type: none"> • banker's attestation of the signature of the holder(s) as per Form ISR – 2 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021) and • <u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u>
<ul style="list-style-type: none"> • Nomination 	<ul style="list-style-type: none"> • Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR-3, in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/655 dated November 03, 2021 • Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/655 • Cancellation of Existing Nomination: use Form SH-14 & Form ISR – 3

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)



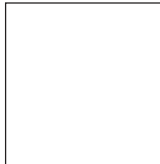



Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	'Exemptions/clarifications to PAN', as provided in clause D to 'Instructions/Check List for Filing KYC Forms' in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<ul style="list-style-type: none"> • Banker's attestation of the signature of the holder(s) per Form ISR – 2 • <u>Original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u>
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license • PAN card with photograph • Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions • Marriage certificate • Divorce decree
5	Present address of the holder is not matching with the address available in the folio	RTA shall issue intimation to both the old and new addresses. <ul style="list-style-type: none"> • In case where the letter is undelivered at the old address, RTA shall not insist for any proof of the old address provided the current address proof is in the form of an address proof issued by a Government Authority. The above procedure will be applicable for request for change in address of the holder also

Form ISR – 2

Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch	
2. Bank contact details Postal Address Phone number E-mail address	
3. Bank Account number	
4. Account opening date	
5. Account holder(s) name(s)	1) 2) 3)
6. Latest photograph of the account holder(s)	
1 st Holder	2 nd Holder
	
	3 rd Holder
	
7. Account holder(s) details as per Bank Records	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	
1) 	2) 
	3) 
Seal of the Bank	Signature verified as recorded with the Bank
	(Signature)
Place:	Name of the Bank Manager
	Employee Code
Date:	E-mail address

Form ISR - 3

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11Bof SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]]

Name of the Company : INNOVATIVE TECH PACK LIMITED

Registered Address of the Company : 51, ROZKA MCO INDL. ESTATESHONA GURGAON HR 000000 IN

I / we..... the holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s)

Signature(s)Sole / First Holder Name

Second Holder Name

Third Holder Name

Name and Address of Witness	Signature

- V. Sub-division / Splitting of securities certificate
- VI. Consolidation of securities certificate/Folios
- VII. Transmission
- VIII. Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full address	<input type="checkbox"/>		
PIN	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

Form No. SH-13

Nomination Form

[Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the Companies (Share Capital and Debentures) Rules 2014]

To

Name of the Company : **INNOVATIVE TECH PACK LIMITED**

Registered Address of the Company : 51, ROZKA MCO INDL. ESTATESHONA GURGAON HR 00000 IN

I/We..... the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following person in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) PARTICULARS OF NOMINEE/S

- (a) Name : _____
- (b) Date of Birth: _____
- (c) Father's/Mother's/Spouse's name: _____
- (d) Occupation: _____
- (e) Nationality: _____
- (f) Address: _____
- (g) E-mail id: _____
- (h) Relationship with the security holder: _____

(3) IN CASE NOMINEE IS A MINOR.

- (a) Date of birth: _____
- (b) Date of attaining majority: _____
- (c) Name of guardian: _____
- (d) Address of guardian: _____

Name & Add of Security holder (s)	Name & Address of witness:
Name:	Name:
Add:	Add:
Signature:	Signature:

Form No. SH-14

Cancellation or Variation of Nomination

[Pursuant to sub-section (3) of section 72 of the Companies Act,2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

Name of the company: **INNOVATIVE TECH PACK LIMITED**

I/We hereby cancel the nomination(s) made by me/us in favor of
..... (name and address of the nominee) in respect
of the below mentioned securities.

or

I/We hereby nominate the following person in place ofas
nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our
death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's Name
- iv. Nationality:
- v. Address:
- vi. E-mail id:
- vii. Relationship with the Security holder:

(b) IN CASE NEW NOMINEE IS A MINOR-

- i. Date of Birth:
- ii. Date of attaining majority
- iii. Name of guardian:
- iv. Address of guardian:

Signature

Name of the Security Holder (s)

Witness with name and address