

CIN: L21010GJ1992PLC143784

**Regd. Office:** 506-509, Shilp, C.G. Road, Opp. Girish Cold Drinks, Navrangpura,  
Ahmedabad - 380009, Gujarat, India

**Tel:** +91-79-2646-8016, 2646-9150, **E-mail:** [cs@metroglobal.in](mailto:cs@metroglobal.in)

**Website:** [www.metrogloballimited.com](http://www.metrogloballimited.com)

**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**

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

**Dear Shareholder (holding Physical Share Certificate),**

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 eligible for any payment including dividend, interest or redemption payment in respect of such frozen folios, only through electronic mode with effect from April 01, 2024.**

An intimation shall be sent by the Listed Company to the security holder that such payment is due and shall be made electronically only upon complying with the requirements stated in para 4 of Circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023

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**Frozen folios shall be referred by the RTA / listed company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025.**

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.(a) are pending, are requested to provide required documents and details as per SEBI Circular to **Registrar & Share Transfer Agent** on the following Address;

**Link Intime (India) Private Limited,**

C-101, 247 Park, LBS Marg, Vikhroli (West),

Mumbai – 400083, Maharashtra

Board No: 022 - 49186270

Fax No. + 022 – 40986060,

Email: [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

Website - [www.linkintime.co.in](http://www.linkintime.co.in)

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

Weblink for download the format: <https://www.metrogloballimited.com/grievance-redressal/>

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.

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**For MetroGlobal Limited**

**Hetal Koradia**

**Company Secretary**

**ACS No.:56454**

Place: Ahmedabad

Date: March 22, 2024