



BENGAL TEA & FABRICS LIMITED

CIN: L51909WB1983PLC036542

Regd. Office: Century Towers, 4th Floor, 45, Shakespeare Sarani, Kolkata – 700 017
Telefax: +91 33 2283-6416/6417, E-Mail: investor@bengaltea.com Website: www.bengaltea.com

Dear Shareholder,

Sub : Mandatory furnishing of PAN, full KYC and Nomination details

This is to bring to your notice that Securities and Exchange Board of India vide its Circular Number 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 has mandated with furnishing of PAN, full KYC details (postal address, Mobile number, e-mail id, Bank details, Signature) and Nomination by holders of physical securities.

We request you to submit the aforesaid details to our Registrars and Share Transfer Agents (RTA) i.e. M/s C .B. Management Services (P) Ltd, P 22 Bondel Road, Kolkata 700 019, e-mail id : rta@cbmsl.com in the following manner:

Sl. No.	Particulars	Documents and/or details required to be submitted
1	PAN	For registration/updation in the PAN, Bank details, Postal address, Email address or Mobile number, please provide the details in the prescribed Form ISR-1 (Annexure – A) along with related documents as stated therein, self-attested by the shareholder(s)
2	Address with PIN	
3	E-mail address	
4	Mobile Number	
5	Bank details	
Alternatively you can provide you Demat Account details alongwith Client Master List (CML) for updation of any or all of the above information in the folio.		
6.	Signatures	In case there is a change, please provide banker's attestation of the signature of the shareholder(s) in Form ISR-2 (Annexure – B) and Original cancelled cheque with name printed
7.	Nomination	Please provide duly completed prescribed forms as applicable: – for registration in Form SH-13 (Annexure – C) – for opting out in Form ISR-3 (Annexure – D) – for change in existing nomination in Form SH-14 (Annexure – E) – for cancellation of existing nomination in Forms SH-14 and ISR- 3

A copy of the said forms can also be downloaded from the website of the company at <http://www.bengaltea.com> or from the website of our RTA at <http://www.cbmsl.com> . While filling up the form please strike out the portions which are not applicable to you. The aforesaid documents as stated above can be provided to our RTA by any of the following mode:

01. Through "In person Verification". In this case kindly bring the original documents alongwith copy thereof. The copy will be retained by the RTA after proper verification.
02. Through hard copies which are self attested with date.
03. Through electronic mode with e-signature i.e. Digital Signature.
04. Service portal of the RTA at www.cbmsl.com with esign with scanned copies of documents.

In case any of the aforesaid details are not furnished, w.e.f. April 1, 2023, your folio will be frozen by our Registrars and Share Transfer Agents (RTA). Further, such frozen securities shall be referred by the RTA or the 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.

Please note that the PAN to be furnished by you **should be linked with Aadhaar** where applicable. In case the same is not linked you are requested to do the same by March 31, 2022. In the event such linkage is not done within the specified date, then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which no PAN has been furnished.

As such you are requested to take note of the above and furnish the aforesaid documents at the earliest.

Thanking you,

Yours faithfully,

For **BENGAL TEA AND FABRICS LIMITED**

Sd/-

Sunita Shah

Company Secretary

(Membership No : F8495)

(This is a computed generated letter & does not require signatures)

Encl.: as above

Form ISR – 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

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

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

Date : ___/___/___

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

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

B. Security Details:

Name of the Issuer Company	Bengal Tea & Fabrics Limited	Folio No.:	
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.		
Number & Face value of securities			
Distinctive number of securities (Optional)	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): <input type="checkbox"/> Yes <input type="checkbox"/> No	<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"/> PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4
2		Demat Account Number	<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"/> Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant (DP).

*or any date as may be specified by the CBDT

3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by DP.</p> <p><input type="checkbox"/> Valid Passport / Ration Card / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</p> <p><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse</p>
4	Bank details	<p>Account Number: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p>Provide the original cancelled cheque with name of security holder printed on it or copy of Bank Passbook/Bank Statement attested by the Bank</p>
5	E-mail address	_____ #
6	Mobile	_____ #
7	Specimen Signature	<ul style="list-style-type: none"> • Provide 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 • Original cancelled cheque
8	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 dated November 03, 2021 • Cancellation of Existing Nomination: Please use Form SH-14 and Form ISR – 3

In case it is not provided, the details available in the CML will be updated in the folio

** Nomination (Form SH-13 or SH-14) / 'Declaration to Opt-Out of nomination' (Form ISR – 3), has to furnished by the holder(s) separately for each listed company.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s),
.....(use Separate Annexure if extra space is required) 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	✓		
PIN	✓ □□□□□□	□□□□□□	□□□□□□

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 up-dation of bank details, the RTA will automatically, pay electronically, all the moneys of / payments to the holder that were previously 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. |

(Page 3 & 4 is for information to investors; print out of the same is not required)

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 <u>SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011</u> on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also be 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) as per <u>Form ISR – 2</u> • <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	<p>Furnish any one of the following documents, explaining the difference in names;</p> <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	<p>RTA shall issue intimation to both the old and new addresses.</p> <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. <p>The above procedure will be applicable for request for change in address of the holder also</p>

(Page 3 & 4 is for information to investors; print out of the same is not required)

Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

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)	
<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1st Holder</div>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2nd Holder</div>
<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">3rd Holder</div>	
7. Account holder(s) details as per Bank Records	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	
a) <div style="border: 1px solid black; width: 200px; height: 40px; display: inline-block;"></div>	b) <div style="border: 1px solid black; width: 200px; height: 40px; display: inline-block;"></div>
c) <div style="border: 1px solid black; width: 200px; height: 40px; display: inline-block;"></div>	
Seal of the Bank	Signature verified as recorded with the Bank
	(Signature)
Place:	Name of the Bank Manager
	Employee Code
Date:	E-mail address
	Mobile No.

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 : **BENGAL TEA & FABRICS LIMITED**

Address of the Company : Century Towers, 4th Floor, 45, Shakespeare Sarani, Kolkata – 700 017

I/We.....the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons 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.
Equity				

(Use extra sheet, in case of excess entry)

(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 : _____

: 2 :

Name : _____

Address : _____

Name(s) of the Security Holder(s)	Signature	Witness with name and address
		Signature : _____ _____ Name : _____ Address : _____ _____

Form ISR - 3
Declaration Form for Opting-out of Nomination
by holders of physical securities in Listed Companies

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of 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 : Bengal Tea & Fabrics Limited
Registered Address of the Company : Century Towers, 4th Floor, 45, Shakespeare Sarani, Kolkata – 700 017

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
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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 Companies (Share Capital and Debentures) Rules 2014]

Name of Company : **BENGAL TEA & FABRICS LIMITED**

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

Or

I/We hereby nominate the following person in place of.....
.....as 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.
Equity				

(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 : Name :

Signature :

Address :