

1. Mandatory furnishing KYC details and nomination by holders of physical securities:

Securities and Exchange Board of India (“SEBI”) vide its circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 and SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/687 dated December 14, 2021 prescribed certain mandatory provisions with regard to “**Common and Simplified Norms for processing investor’s request by Registrar and Transfer Agents (“RTAs”) and norms for furnishing PAN, KYC details and Nomination (“SEBI Circular”), where the shares are held in physical form**”. The above circulars were superseded by SEBI vide its circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023. [Click here for SEBI Circular and FAQ’s](#).

SEBI Circular prescribes about the following norms, in case the shares are held in physical form:

1. Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities,
2. Freezing of folios without valid PAN, KYC details and Nomination,
3. Mode for providing documents/details by investors for various service requests,
4. Standardized, simplified and common norms for processing any service request from the shareholder, pertaining to the captioned items, by the RTAs,
5. Electronic interface for processing investor’s queries, complaints and service request, and
6. Compulsory linking of PAN and Aadhaar by all holders of physical securities.

Shareholders of the Company holding shares in physical form shall provide the following documents / details to the RTA of the Company:

1. Permanent Account Number (“**PAN**”).
2. Nomination (for all eligible folios) in Form No. SH-13 or submit declaration to “Opt-Out” in Form No. ISR-3.

Note: Any cancellation or change in nomination shall be provided in Form No. SH-14.

3. Contact details including postal address with PIN code, mobile number and e-mail address.
4. Bank account details including bank name and branch, bank account number, IFS code.



5. Specimen signature.

Please provide the above documents / details to the RTA of the Company at the address mentioned in below table along with other basic details like name of the shareholder, folio number, certificate number and distinctive numbers.

Please find below the link of the following documents, which are required to be uploaded on the website of the Company, as per the SEBI Circular:

1. [Form No. ISR-1 - Request for registering PAN, KYC details or changes / updation thereof.](#)
2. [Form No. ISR-2 - Confirmation of signature of securities holder by the Banker.](#)
3. [Form No. ISR-3 - Declaration form for opting-out of nomination by holders of physical securities in Listed Companies.](#)
4. [Form No. SH-13 - Nomination form.](#)
5. [Form No. SH-14 - Cancellation or variation of nomination.](#)

Contact details of RTA and the Company	
<p>MUFG Intime India Private Limited (RTA)</p> <p>Registered Office Address: C101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai-400083, Maharashtra, India.</p> <p>Ahmedabad Branch Office Address: Unit: Zydus Wellness Limited 506 to 508, Amarnath Business Centre-1, Beside Gala Business Centre, Nr. St. Xavier's College Corner, Off, C. G. Road, Ellisbridge, Ahmedabad-380006, Gujarat, India.</p> <p>Email ID: ahmedabad@in.mpms.mufg.com</p> <p>Contact Nos.: 079-26465179 / 5186 / 5187</p>	<p>Zydus Wellness Limited</p> <p>Registered Office Address: Zydus Corporate Park, Scheme No. 63, Survey No. 536, Khoraj (Gandhinagar), Nr. Vaishnodevi Circle, S. G. Highway, Ahmedabad-382481, Gujarat, India.</p> <p>Name of the Company Secretary and Compliance Officer: Mr. Nandish P. Joshi</p> <p>Email ID: investor.grievance@zyduswellness.com / Nandish.joshi@zyduswellness.com</p> <p>Contact Nos.: 079-48040336</p>

2. Issue of shares in demat mode only:

“Securities and Exchange Board of India (“SEBI”) vide its notification dated January 24, 2022 amended certain provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Listing Regulations”) inter alia pertaining to issue of shares in demat mode only. Further SEBI vide its circular No. SEBI/HO/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 issued operational guidelines for dematerialization of securities received for processing investor’s service request.

Further, as required under the said SEBI Circular, please see Form No. ISR-4, being the form for issue of securities in demat mode in case of Investor Service Request.

