Date: 01st March, 2022

To the Shareholders of KANPUR PLASTIPACK LIMITED holding shares in physical form :

Dear Shareholder,

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 investors' service request by RTAs and norms for mandatory furnishing of PAN, KYC details, BANK, Nomination etc. from all the shareholders, holding shares in physical form through their RTA. Your Company KANPUR PLASTIPACK LIMITED has initiated steps for registering the KYC detail (PAN, Bank detail and Specimen Signatures, Nomination etc.) of all its shareholders holding shares in physical form accordingly.

As per our letter dated 04/01/2022 we had requested to update KYC details. However, it has been noted that your KYC details / Bank / PAN / Specimen Signature(s) / Nomination etc. are still not available in the records of the company. It is requested, therefore, to please submit the following details in the enclosed formats (wherever applicable) 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.**
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.**
3. Duly filled in and signed form for **NOMINATION** as per **Form No. SH-13** or duly signed **Form No. ISR-3** in case Nomination is not required.
4. Duly filled in and signed **Form No. SH-14** as well as **Form No. ISR-3** for cancellation of nomination. Further, duly filled in and signed Form No. **SH-14 only for change in the Nominee(s).**
5. Valid Mobile No & Email address to be provided as per enclosed format.
6. 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. **Shareholders may note that no physical Duplicate share certificate will be issued and on receipt of complete documents a Letter of Confirmation will be issued which need to be mandatorily dematerialised within 120 days.**

*All forms mentioned above and other relevant information are also available on the website of the Company **www.kanplas.com**.

In case of non-receipt of above mentioned documents no service request will be processed in the Folio and the transactions in the Folio would be frozen with effect from April 01, 2023. The Company/RTA shall refer such frozen securities 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**.

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. The aforesaid amendment is already effective from **April 01, 2021**.

"THEREFORE, SHAREHOLDERS ARE REQUESTED TO COMPLETE THE KYC AND GET YOUR SHARES COMPULSORY DEMATERIALIZED ON PRIORITY."

Yours Faithfully,

For KANPUR PLASTIPACK LIMITED
Ankur Srivastava
Company Secretary & Compliance Officer
Tel: +91-512-2691113
Email id: secretary@kanplas.com
Web : www.kanplas.com

RTA Correspondence Address:
Skyline Financial Services Private Limited
D-153 A, 1st Floor, Okhla Industrial Area,
Phase-I, New Delhi-110020
Tel: +91-11-40450193
Email: admin@skylinerta.com
Web: www.skylinerta.com

Form ISR – 1

(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]

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	**KANPUR PLASTIPACK 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. 10.00/- 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) : ☐ Yes ☐ No	..... 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) of your Demat Account provided by DepositoryParticipant
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 /Aadhaar 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 Pin-code			

Form ISR – 2

(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)

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) 1st Holder 2nd Holder 3rd 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

(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)

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

[Under Section 72 read with 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 : **KANPUR PLASTIPACK LIMITED**

Registered Address of the Company : **D 19 - 20 Panki Industrial Area, Kanpur, Uttar Pradesh, 208022**

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

Form ISR-4

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests
(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date:___/___/_____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick ✓ as relevant, refer to the instructions):

- Demat Account No. (If available): … … … … … … … … … … … … … … … … … … … . .
  Provide Client Master List (CML) of your Demat Account from the Depository Participant*
- Provide the following details, if they are not already available with the RTA (see SEBI circular dated November 03, 2021 in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use Form ISR-1 in SEBI circular dated November 03, 2021.

B. I / We request you for the following (tick ✓ relevant box)

☐ Issue of Duplicate certificate
☐ Replacement / Renewal / Exchange of securities certificate
☐ Sub-division / Splitting of securities certificate
☐ Consolidation of Securities certificate
☐ Claim from Unclaimed Suspense Account
☐ Endorsement
☐ Consolidation of Folios
☐ Transmission
☐ Transposition (Mention the new order of holders here)

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

I. ☐ Duplicate securities certificate

II. ☐ Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)

III. ☐ Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)

IV. ☐ Endorsement

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			
Name			
Full address			
PIN			

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 **: KANPUR PLASTIPACK LIMITED**
Registered Address of the Company **: D 19 - 20 Panki Industrial Area, Kanpur, Uttar Pradesh, 208022**

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

Form No. SH-14

Cancellation or Variation of Nomination

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

Name of the company: **KANPUR PLASTIPACK 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 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.

(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