

INFORMATION FOR HOLDERS OF PHYSICAL SECURITIES

SEBI has, vide the Circular No. [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655](#) dated November 3, 2021 read with clarificatory SEBI Circular No. [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687](#) dated December 14, 2021 and SEBI Circular No. [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8](#) dated January 25, 2022, as an on-going measure to enhance the ease of doing business for investors in the securities market has mandated furnishing of the following by holders of physical securities:

1. PAN
2. Address with PINCODE
3. Email address
4. Mobile number
5. Bank account details
6. Nomination and
7. Specimen signature.

Folios wherein any one of the cited documents / details are not available on or after April 01, 2023, shall be frozen by the Registrars and Transfer Agent of the Company (RTA)

Investors are requested to ensure the above details are updated with KFin Technologies Private Limited (KFin Tech) RTA of the Company before April 1, 2023, since folios for which the above details are not available thereafter shall be frozen.

SEBI has prescribed the following forms to furnish the details required to KFin Technologies Private Limited by the physical securities holders:

No	Regulation	Action	Forms
1	Registering PAN, KYC Details or Changes /Updation	File Request in duly filled Form No. ISR-1 with KFin Tech, enclosing the supporting documents as prescribed.	Form No. ISR-1
2	Major Mismatch in signature or signature card is not available	File with KFin Tech confirmation of signature of securities holder by the Banker in Form No. ISR-2	Form No. ISR-2
3.	Mandatory to furnish Nomination and can be furnished in hard copy or through electronic mode with e-signature	File Nomination Form SH-13 with KFin Tech.	Form.SH-13

3	Securities holders can change their nominee or cancel the nomination filed.	File Form No.SH-14 with the KFin respect of which nomination is being varied or cancelled.	Form No. SH-14
4	In case of cancellation of nomination by the holder(s) through Form SH-14, then 'Declaration to Opt-out' shall be provided by the holder(s)	File Form No.ISR-3 with KFin Tech in respect of which nomination is being opted out	Form No. ISR-3
6	<p>Compulsory Linking of PAN with AADHAAR (i.e., Valid PAN) – by March 31, 2022</p> <p>SEBI has advised investors to link their PAN with their AADHAAR number by March 31, 2022 or any other date, as may be specified by the Central Board of Direct Taxes ('CBDT'). The folios in which PAN(s) is/are not valid as on the notified cut-off date of March, 31, 2022, shall be frozen.</p>	Shareholders are requested to link their PAN with their AADHAAR number before March 31, 2022 or any other date, as may be specified by SEBI or any other regulatory authorities, so as to have valid PAN and avoid freezing of their folio	<p>You may visit https://www.utiitsl.com/ OR https://www.egov-nsdl.co.in/ to link your PAN and Aadhaar</p>
7	<p>Investors who have following request :</p> <ol style="list-style-type: none"> 1. Issue of duplicate securities certificate 2. Claim from Unclaimed Suspense Account 3. Renewal / Exchange of securities certificate 4. Endorsement 5. Sub-division / Splitting of securities certificate 6. Consolidation of securities certificates/folios 7. Transmission 8. Transposition <p>please note that after the process of the above request henceforth the issue of securities will be in dematerialized form only.</p>	<p>File Form No. ISR-4 along with the documents / details specified therein.</p> <p>Please note that for processing service request for item nos. 3 to 8 the original securities certificate(s) must be submitted.</p>	Form No. ISR-4

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Securities holder with physical folio can visit [KFin Tech's Support center](#) for more assistance.

In case you have any queries or need any assistance in this regard, please contact:

<p>Company Secretary Syngene International Limited Regd. Office: Biocon Park, Biocon SEZ, Bommasandra Industrial Area – Phase - IV, Jigani Link Road, Bengaluru 560 099, Karnataka, India Tel. No.: +91 080-6891 8781/82 Website: www.syngeneintl.com Email: Investor@syngeneintl.com</p>	<p>KFin Technologies Private Limited Unit: Syngene International Limited Selenium, Tower B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032. Ph: + 91 40 67162222; Toll Free No.: 1800– 345-4001 Website: https://www.kfintech.com Email: einward.ris@kfintech.com</p>
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