



**DIVI'S LABORATORIES LIMITED**

(CIN: L24110TG1990PLC011854)

Registered Office: 1-72/23(P)/DIVIS/303, Divi Towers, Cyber Hills, Gachibowli,  
Hyderabad - 500 032, Telangana, India.

Ph: 040-23786300, Fax : 040-23786460

E-mail: mail@divislabs.com | URL: www.divislabs.com

Reference No:

Date: March 03, 2022

Folio No:

Dear Shareholder,

**Sub.: Furnishing of PAN, KYC details and Nomination by holders of physical securities**

**Ref.: SEBI Circular dated November 3, 2021**

**Kind Attention :**

**Request you to fill the attached format and return the same along with required documents and this original cover letter to enable us to process your request. We suggest you to retain a copy of this cover letter for your records.**

Season's greetings from Divi's Laboratories Limited and we hope this communication finds you and your family in safe and good health.

You are aware that SEBI vide the captioned circular dated November 3, 2021, mandated:

- a. furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b. any service request shall be entertained only upon registration of the PAN, Bank details and the nomination,
- c. to ensure that your PAN is to Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

We observe from our records that you have not furnished some of the mandatory documents/details as per the records. We request you to furnish the documents/details, as per the table below, to the Registrars & Share Transfer Agents of the Company, M/s KFin Technologies Private Limited immediately on receipt of this letter.

#	Particulars	Please furnish details in
1	PAN*	Form No. ISR-1
2	Address	(Form enclosed)
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details *	Form:SH-13 (Form enclosed)
8	Declaration to opt out nomination*	Form :ISR-3 (Form enclosed)

*\*In case you are opting out for giving nomination, submit ISR-3 and SH-13 need not be submitted.*

The aforesaid forms can be downloaded from the website of the Company and RTA at: [www.divislabs.com](http://www.divislabs.com) and [www.kfintech.com](http://www.kfintech.com).

**Freezing of Folios without PAN, KYC details and Nomination:**

- a. Folios wherein any one of the said document / details are not available **on or after April 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and will not be eligible for receipt of dividend in physical mode.
- b. **After December 31, 2025**, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

You are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms to the following address:

KFin Technologies Private Limited,  
**Unit: Divi's Laboratories Limited**  
Selenium Tower B, Plot 31-32,  
Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032  
E-mail: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)

The scan copies of the documents may also be mailed through your registered email id with KFIN Technologies Private Limited (RTA) at the mail id [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) duly e-Signed on the forms and all proofs.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empaneled eSign Service provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Thanking you,

Yours faithfully,  
For **Divi's Laboratories Limited**

**Sd/-**  
**M. Satish Choudhury**  
**Company Secretary**

Encl : as above

(This communication is computer generated and hence does not require signature.)