



MOLD-TEK PACKAGING LIMITED (“Company”)

Information to be provided to the RTA by Shareholders holding shares in Physical Form

SEBI, vide Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/70 dated 17.05.2023 as amended by SEBI Circular No.: SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated 17.11.2023 mandated that the security holders (holding securities in physical form), whose folio(s) are not updated with the KYC details (any of the details viz., PAN; Choice of Nomination; Contact Details including Mobile Number, Bank Account Details and Specimen Signature) shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from **April 01, 2024**. You may also refer to SEBI FAQs by accessing the link : https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf (FAQ Nos. 38 & 39).

Thus, all the shareholders holding shares in physical form has to submit the following documents as given in the below table to Company’s RTA i.e Ms. KFin Technologies Private Limited (“KFIN”) by sending an email to einward.ris@kfintech.com along with their name and folio numbers. These forms can also be downloaded from the RTA’s website: <https://ris.kfintech.com/clientservices/isc/isrforms.aspx>.

Sr. No.	Particulars	Action Required	Form Number and Description	Link to Download Form
1.	For Registering/ Updating of details such as i. PAN; ii. Postal Address with PIN; iii. Email address; iv. Mobile number; v. Bank Account Details; vi. Specimen Signature; vii. Demat account details;	Please furnish Form ISR-1	Form ISR-1: Request for registering PAN, KYC details or changes / updation thereof.	Form ISR-1
2.	a) In case of mismatch in the signature of the holder as available in the records of RTA and the present signature. b) In case signature is not available with the Company.	Please furnish original cancelled cheque and banker’s attestation of the signature as per Form ISR-2.	Form ISR-2: Confirmation of signature of the securities holder by the Banker.	Form ISR-2
3.	Declaration of Nomination	Please provide Form SH-13	Form SH-13: Nomination Form	Form SH-13



4.	a) Declaration to not have Nominee(s) b) Cancelling / Opting out of Nomination	Please provide Form ISR-3 and Form SH-14	Form ISR-3: Declaration form for Opting-out of Nomination Form SH-14: Cancellation or variation of Nomination	Form ISR-3 Form SH-14
5.	Requesting issue of Duplicate Certificate and other Service Requests for shares held in Physical form.	Please furnish Form ISR-4.	Form ISR-4: Requesting issue of Duplicate Certificate and other Service Requests for shares held in Physical form.	Form ISR-4
6.	In case of Transmission	Please furnish Form ISR-5.	Form ISR-5: Request for Transmission of Securities by Nominee(s) or Legal heir(s)	Form ISR-5
