



Dear Shareholder(s),

Subject: UPDATION OF PAN, KYC, NOMINATION, BANK DETAILS etc.

We draw your attention to recent Circular No SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021, read with clarification circular SEBI/ HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021, wherein Securities Exchange Board of India (SEBI) has specified common and simplified norms for processing any request of shareholders by Registrar and Share Transfer Agents (RTA) and providing electronic interface by RTAs for processing investor's queries, complaints and service requests.

In the said circular, SEBI has also stipulated that if the shareholders holding shares in physical mode do not update the PAN, KYC and Nomination details or these details are not made available to the Company and their Registrar and Share Transfer Agents (RTA) by 31st March, 2023, such folios shall be frozen by RTA on or after **1st April, 2023** as per the directive issued by SEBI.

You are also requested to ensure that your PAN is linked to Aadhaar by 31st March, 2022 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

Therefore, in order to avoid freezing of shares, you are requested to comply with the following procedure with respect to all your folios:-

1. First link your PAN with Aadhaar latest by 31st March, 2022. Update the valid PAN with the RTA in **Form ISR-1** latest by 31st March, 2023.
2. Update your KYC details in **Form ISR-1** and Nomination details in **Form SH-13** with the RTA latest by 31st March, 2023.
3. If you want to register/update your Signature in the Company/ RTA records, submit **Form ISR-2** duly verified by your Banker.
4. In case you do not wish to nominate any person(s) with who shall vest, all rights in respect of such shares in the event of your death, you are requested to file '**Declaration to Opt-out**' in **Form ISR-3** with the RTA.
5. If you want to change/ cancel the existing nomination, then Submit:
 - a) **Form SH-14** for change in the nomination details.
 - b) **Form SH-14** and Declaration to Opt-out (**ISR-3**) for cancellation of existing nomination.



The copies of form ISR-1, ISR-2, ISR-3, SH-13 and SH-14 as mentioned above are available on the website of the Company at www.octaware.com.

Further, please be informed that from January 1, 2022, the RTA shall not process any service requests or complaints received from the holder(s)/ claimant(s), till PAN, KYC and Nomination documents/ details are received. You are requested to kindly update your Email and Mobile No. to our RTA for records as well as for receiving communications by electronic means.

If you have already updated all the information stated above with Company/RTA, kindly ignore this letter.

Also, in terms of SEBI regulations, securities of listed companies can be transferred only in dematerialized form. In view of the above and to eliminate the risks associated with physical holding, you are advised to dematerialize the equity shares at the earliest.

Please also note that after December 31, 2025, the frozen folios shall be referred by the RTA/ Company to the administering authority under the Benami Transactions (Prohibition) Act, 1988 and/ or Prevention of Money Laundering Act, 2002.

Further, SEBI vide its circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has introduced **form ISR-4** for submitting requests related to issue of Duplicate Certificate and other Service Requests including consolidation of folios. The same is also available on the website of the Company at www.octaware.com.

The hard copies of the duly executed forms along with relevant documents/ details shall be sent to our RTA at the following address:

**Cameo Corporate Services Limited,
Address: Subramanian Building,
No.1 Club House Road,
Chennai-600002**

For further clarifications you may contact the RTA at their telephone no. 044-2846-1173/044-2846-0390 or write them e-mail at cameosys@cameoindia.com



OCTAWARE

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CIN: L72200MH2005PLC153539

Thanking you,

Yours faithfully,
For Octaware Technologies Limited

Sd/-

Alka Katariya
Company Secretary

Octaware Technologies Ltd.

Regd Office: 204, Timmy Arcade, Makwana Road, Marol Naka, Andheri (E), Mumbai-400059.

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