



Baid Finserv Limited

(Formerly known as "Baid Leasing and Finance Co. Ltd.")

Regd. Office: "Baid House", IInd Floor, 1-Tara Nagar, Ajmer Road, Jaipur-302006 Ph: 9214018855

E-mail: baidfinance@baidgroup.in Website: www.baidfinserv.com CIN: L65910RJ1991PLC006391

Ref. No.: BAIDFIN/2024-25/44

Date: July 08, 2024

To,

BSE Limited, Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai-400001 (Maharashtra)	National Stock Exchange of India Limited, Exchange Plaza, C-1 Block-G, Bandra Kurla Complex, Bandra (East), Mumbai Maharashtra-400051
SCRIP CODE: 511724	NSE SYMBOL: BAIDFIN

Sub.: Notice to Shareholders holding Shares in Physical Mode for furnishing PAN, KYC and Nomination details etc.

Dear Sir / Ma'am,

Pursuant to Regulation 30 read with Schedule III Part A Para A of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, and in compliance of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 for furnishing PAN, KYC details and Nomination (Master Circular dated 07th May, 2024), please find enclosed herewith a copy of the letter sent to the identified Shareholders urging them to furnish their PAN, KYC and Nomination details for updation to the Registrar and Transfer Agent of the Company (RTA) i.e. MCS Share Transfer Agent Limited

Further, it may be noted that the requisite forms for availing various service requests are uploaded on the website of the Company at <https://www.baidfinserv.com/investors-info/> alternatively these forms can also be downloaded from the website of the RTA at <https://www.mcsregistrars.com/downloads.php>

We request you to take the same on record.

Thanking you,
Yours Sincerely,

**FOR BAID FINSERV LIMITED
(Formerly known as "Baid Leasing and Finance Co. Ltd.")**

**SURBHI RAWAT
COMPANY SECRETARY AND COMPLIANCE OFFICER
MEMBERSHIP NUMBER: A49694**

Encl: A/a



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Letter

Date: July 03, 2024

To,

Dear Shareholder,

Re: Folio Nos.

Sub: Reminder to update KYC details pursuant to SEBI Circular bearing reference nos. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023, SEBI/HO/MIRSD/MISRD-PoD-1/P/CIR/2023/37 dated March 16, 2023 (now rescinded due to issuance of Master circular dated May 07, 2024.

We refer to above circulars issued by SEBI that mandate all the Listed Companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Choice of Nomination of holders of physical securities. Email ID is optional, however, the security holders are requested to register email id also to avail online services. **This is applicable for all security holders holding shares in physical mode.**

The salient features and requirements of the circular are as follows:

A) In case of non-updation of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.

B) If a security holder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.

Accordingly, as mandated by SEBI vide aforesaid circular(s), the dividend payable against your holdings is liable to be withheld if the KYC details are not updated in your folio(s). Hence, we request to update the KYC details in your folio(s) immediately upon receipt of this letter by furnishing the relevant details along with supporting KYC documents (viz. PAN, Aadhar, Voter Card etc.) in the form(s) / format(s) as detailed hereunder:

- a. **Form ISR-1** - duly filled in along with self-attested supporting documents for updation of KYC details
- b. **Form ISR-2** - duly filled in with banker attestation (along with attesting bank official employee id and email address) of signature along with original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement
- c. **Form SH-13** - for updation of Nomination details
- d. **Form SH-14** - for cancellation or variation of nomination, in case you wish to cancel or vary the existing nominations details



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The aforesaid forms can be downloaded from the website of the Company <https://www.baidfinserv.com/investors-info/> and from the website of the Registrars at www.mcsregistrars.com

The Shareholder(s) may opt in following modes for updation of KYC details:

1. In Person Veriflcation (IPV): by producing the originals to the authorised person of the RTA, who will retain copy (ies) of the document(s), Please note the registered shareholder(s) has to visit the office of the RTA for IPV and not his/her representative at the below mentioned address: **MCS Share Transfer Agent Limited F-65, 1st Floor, Okhla Industrial Area, phase-1, New Delhi - 110020.**

2. In hard copy: by furnishing self-attested photocopy (ies) of the relevant document, with date.

3. With e-sign:

(a) In case your email id is already registered with RTA, you may send the scanned copies of your KYC documents with additionally e-sign affixed on the documents at email-id: admin@mcsregistrars.com

(b) Investors can also upload KYC documents with additionally e-sign affixed on the documents on the website of RTA through link: <https://www.mcsregistrars.com/downloads.php>

*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, 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.

We would request you to comply with the above requirements at the earliest, which would ensure credit of dividend amount to your bank account in time by the Company.

Thanking you,

Yours faithfully,

FOR BAID FINSERV LIMITED

(Formerly Known as “Baid Leasing and Finance Co. Ltd.”)

SD/-

SURBHI RAWAT

COMPANY SECRETARY AND COMPLIANCE OFFICER

MEMBERSHIP NO:-A49694