

# GANESH HOUSING CORPORATION LIMITED

[CIN: L45200GJ1991PLC015817]

**Registered Office:** Ganesh Corporate House, 100 Feet Hebatpur-Thaltej Road,  
Near Sola Bridge, Off S. G. Highway, Ahmedabad 380 054, India

Tel: +91 79 61608888; Website: [www.ganeshhousing.com](http://www.ganeshhousing.com);

Email Id: [secretarial@ganeshhousing.com](mailto:secretarial@ganeshhousing.com)



Dear Shareholder(s),

## **SUB: Updation of PAN, KYC, Nomination and Bank Details by Physical Shareholders:**

Your attention is drawn to recent SEBI Circular No SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021 and SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 (the “SEBI Circulars”), has introduced common and simplified norms for processing investor’s service request by Registrar & Share Transfer Agents of the companies and norms for furnishing PAN, KYC and Nomination details.

In view of the above, shareholders of the Company holding Shares in physical form, are requested to provide following documents/details to the Company’s Registrar & share Transfer Agent (“RTA”) i.e. MCS Share Transfer Agent Limited by 31<sup>st</sup> March, 2023, **otherwise such folios shall be frozen by RTA on or after 1st April, 2023 as per the directives issued by SEBI.**

- PAN, Contact details including Postal address with PIN code, Mobile Number, E-mail address in Form ISR-1;
- Bank Account details including Bank name and branch, Bank account number, IFS code in Form ISR-1;
- Furnishing/mismatch in Specimen Signature in Form ISR – 2;
- Opting out of Nomination in Form ISR – 3;
- Furnishing Nomination details (for all eligible folios) in Form SH - 13;
- Cancellation or Variation of Nomination in Form – SH- 14;

The physical shareholders can download the said Forms mentioned above as per SEBI circulars from the website of the RTA viz. <https://www.mcsregistrars.com/downloads.php> or the Company viz. <https://ganeshhousing.com/investors-information>

Sr. No.	Description	Form
1.	Request for Registering PAN, KYC & Bank Details or updation thereof (postal address, Mobile No. & E-Mail ID)	ISR - 1
2.	In case of major mismatch in signature of shareholder or in case signature is not available with Company	ISR - 2
3.	Declaration Form for Opting - out of Nomination	ISR - 3
4.	Request for Issue of Duplicate Certificate & other Service Request	ISR - 4

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5.	For Furnishing Nomination Details	SH- 13
6.	Cancellation or Variation in Nomination	SH- 14

**You are requested to kindly update your Email Id and Mobile No. with 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.

Please note the following contact details of our RTA to enable you to submit your PAN/KYC/Nomination/Bank details and to seek any clarification etc.:

**Registrar & Share Transfer Agent:**

MCS Share Transfer Agent Limited,

**Unit: GANESH HOUSING CORPORATION LIMITED**

Address: 101 Shatdal Complex, Opp Bata Show Room, Ashram Road, Ahmedabad - 380 009

Phone No: 079-26580461 / 079-26580462 / 079-26580463

E -mail: [mcsstaahmd@gmail.com](mailto:mcsstaahmd@gmail.com)

Thanking you,  
Yours faithfully,

For Ganesh Housing Corporation Limited

Sd/-

Jasmin Jani

Company Secretary

**NOTE:** This is a computer generated letter, hence no signature is required.