

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;

Email id: 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, SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022, SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/76 dated May 30, 2022 and SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 (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 August 31, 2023, **otherwise such folios shall be frozen by RTA on or after October 01, 2023 as per the directives issued by SEBI.** For your convenience we are attaching the relevant forms.

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: <ul style="list-style-type: none">• Issue of Duplicate Certificate,• Replace/Renewal/Exchange of Securities Certificate• Consolidation of Securities Certificate• Sub-division/Splitting of securities certificate• Consolidation of Folios• Endorsement• Change in Name of the holder• Change in status from minor to major• Claim from unclaimed suspense Account & suspense Escrow Demat account• Transposition	ISR - 4

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5.	Request for Transmission	ISR - 5
6.	For Furnishing Nomination Details	SH- 13
7.	Cancellation or Variation in Nomination	SH- 14

We state that you can also download the above mentioned forms pursuant to SEBI Circulars from the website of the RTA or the Company.

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

Thanking you,
Yours faithfully,

For Ganesh Housing Corporation Limited

Sd/-

Jasmin Jani

Company Secretary

Encl: As above

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