



Syncom Formulations (India) Limited

A WHO-GMP & ISO 9001-2000 Certified Company

CIN No.: L24239MH1988PLC047759

SYNCOM/SE/2023-24

29th March, 2024

Online filing at: www.listing.bseindia.com and
<https://neaps.nseindia.com/NEWLISTINGCORP/login.jsp>

To,
BSE Limited
Phiroze Jeejeebhoy Tower,
Dalal Street,
Mumbai (M.H.) 400 001
BSE CODE:524470

To,
National Stock Exchange of India
Limited
Exchange Plaza, C-1, Block G,
Bandra Kurla Complex, Bandra (E),
Mumbai- 400051
NSE SYMBOL: SYNCOMF

Subject: Dispatch of KYC letters to the shareholders requiring copy of PAN Card, KYC Details and Nomination by holders of physical securities as per SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023.

Dear Sir/Mam,

Pursuant to aforesaid SEBI Circular, we would like to inform that, Registrar & Share Transfer agent M/s Ankit Consultancy Pvt. Ltd. is in process of dispatch of the letters to the shareholders related to mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities as per SEBI Circular **SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023.**

Please note that w.e.f. 1st April, 2024 payment of Dividend/Interest or Redemption, if any, shall be routed through electronic mode only. Therefore, Shareholders are advised to update KYC details accordingly.

Specimen copy of the letter dispatched to the shareholders in compliance of the above said SEBI Circular is being enclosed for your reference and records.

You are requested to please take on record the above matter for your reference and record.

Thanking You,
Yours Faithfully,

FOR, SYNCOM FORMULATIONS (INDIA) LIMITED

**CS VAISHALI AGRAWAL
COMPANY SECRETARY &
COMPLIANCE OFFICER**

Encl: - a/a

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Syncom Formulations (India) Limited

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CIN: L24239MH1988PLC047759

S. No. 13488

Date : 29/03/2024

Name of sole

/First Holder : MADHUBAI JAIN

Address : 50/3 Malhar Ganj
INDORE
452002

SAMPLE

Folio No. : 5422

Number of shares held : 2500

Second Holder :

Third Holder :

Dear Shareholder,

Sub. : Furnishing of Bank Account Details, PAN, KYC details and Nomination.

This is with reference to SEBI, vide its circular dated November 03, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023) for payment of Dividend/Interest or redemption through electronic mode with effect from 01.04.2024. In this regard we would like to remind you that still you have not furnished Bank account details against the above folio.

Further as per the RTA records it is observed that you have not furnished the following documents / details to our RTA:

(Refer Table -1 below):

Sr No.	Particulars	Status as per Record	Please Furnish Detail in
1	PAN First Holder	Please Provide	Form No. ISR -1
2	PAN Second Holder	NA	
3	PAN Third Holder	NA	
4	Address	Already Registered	
5	Email	Please Provide	
6	Mobile No	Please Provide	
7	Bank Account Detail	Please Provide	Form No. SH-13, Form No. ISR-3
8	Nomination Detail	Please Provide	
9	Signature	Already Registered	

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Regd. Off. : 7, Niraj Industrial Estate, Off Mahakali Caves Road, Andheri (East) MUMBAI - 400093, INDIA Tel.: +91-022-30887744-54,
Email : sfil87@syncomformulations.com
Works : 256-257, Sector-1, PITHAMPUR, Dist.-Dhar, M.P. - 454 775, India, Tel.: +91-7292-403122 / 407039, Email: assistant2@sfil.in
Corp. Off. : 207, Saket Nagar, Near Saket Club, INDORE - 452018, India. Tel.: +91-0731-27007458, Email: finance@sfil.in, Website : http://www.sfil.in

P.T.O.

Note:

1. 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.
2. 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.
3. The relevant formats for Nomination and Updation of PAN/ KYC details and SEBI circulars are available at company website and on the website of RTA at www.ankitonline.com as per the following links.
4. Further, relevant FAQs have also been published by SEBI on its website at the following web link for investor awareness at https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf.

Table-2

Form	Website Link
ISR-1	https://www.ankitonline.com/PDF/ISR_1.pdf
ISR-2	https://www.ankitonline.com/PDF/ISR_2.pdf
ISR-3	https://www.ankitonline.com/PDF/Form_ISR_3.pdf
SH-13	https://www.ankitonline.com/PDF/form_sh_13_registration_of_nomination.pdf
SH-14	https://www.ankitonline.com/Content/Doc/Name/PANKYC/SH-14%20_Cancellation%20or%20variation%20of%20nomination_.pdf
SEBI circular dated 03.11.2021	https://ankitonline.com/Content/Doc/SEBI/03.11.2021.PDF
SEBI circular dated 14.12.2021	https://ankitonline.com/Content/Doc/SEBI/14.12.2021.pdf
SEBI circular dated 16.03.2023	https://www.ankitonline.com/Content/Doc/SEBI/16_March_2023.pdf
SEBI circular dated 17.11.2023	https://ankitonline.com/Content/Doc/SEBI/17.11.2023.pdf

We, therefore request you to furnish the documents / details, as per Table 1 given above, to our RTA, M/s Ankit Consultancy Private Limited at the earliest.

Please note that you may use any ONE of the following modes for submission:

- a) through 'In Person Verification' (IPV): the authorized person of the RTA shall verify the original documents furnished by the investor and retain copy(ies) with IPV stamping with date and initials
- b) through hard copies which are self-attested and dated
- c) through electronic mode with e-sign, as elaborated under the said circular.

The Contact details of our RTA are given below:

M/s. Ankit Consultancy Pvt. Ltd.

60, Electronic Complex, Pardeshipura,

Indore (M.P.) - 452 010

Tel. No. 0731-4065799, 4065797, 0731-4949444

Email : investor@ankitonline.com

Website : www.ankitonline.com

Thanking you.

Yours faithfully,

For, Syncom Formulations (India) Limited

sd/-

Vaishali Agrawal

Company Secretary & Compliance Officer



Syncom Formulations (India) Limited

A WHO-GMP & ISO 9001-2000 Certified Company

CIN: L24239MH1988PLC047759

S. No.

Date :

Name of sole

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Email : sfil87@syncomformulations.com
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SH-13	https://www.ankitonline.com/PDF/form_sh_13_registration_of_nomination.pdf
SH-14	https://www.ankitonline.com/Content/Doc/Name/PANKYC/SH-14%20Cancellation%20or%20variation%20of%20nomination_.pdf
SEBI circular dated 03.11.2021	https://ankitonline.com/Content/Doc/SEBI/03.11.2021.PDF
SEBI circular dated 14.12.2021	https://ankitonline.com/Content/Doc/SEBI/14.12.2021.pdf
SEBI circular dated 16.03.2023	https://www.ankitonline.com/Content/Doc/SEBI/16_March_2023.pdf
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Vaishali Agrawal

Company Secretary & Compliance Officer