

# BIOFIL CHEMICALS AND PHARMACEUTICALS LIMITED

CIN: L24233MP1985PLC002709

Registered Office: 11/12, Sector E Sanwer Road, Indore-452015 (M.P.)

Tel. 0731-2723016; Email id- bcplcompliance@gmail.com;

Website- www.biofilgroup.net; Fax: 0731-2723017

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Date: 08<sup>th</sup> May, 2024

<b>To,</b> The Secretary (DCS/Compliance), Corporate Relationship Department, <b>BSE Limited (DCS/Compliance)</b> Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai-400001	<b>To,</b> The Secretary (Listing/Compliance), <b>National Stock Exchange of India Ltd.,</b> Exchange Plaza, C-1, Block G, Bandra Kurla Complex, Mumbai – 400051
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**Subject: Intimation under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015-Intimation to the Shareholders holding shares in Physical Mode for mandatory furnishing of PAN, KYC Details, Bank Account Details, Nomination and other details.**

**REF: BIOFIL CHEMICALS AND PHARMACEUTICALS LIMITED (BSE SCRIP CODE 524396; NSE SYMBOL: BIOFILCHEM; ISIN: INE829A01014)**

Dear Sir/Madam,

In terms of the provisions of Regulation 30 read with Schedule III of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time, please find enclosed herewith draft intimation letter to be sent to holders of physical shares of the Company for updating PAN, Choice of Nomination, Contact Details, Mobile Number, Bank Account Details and Specimen Signature in accordance with the SEBI Master Circular for Registrars to an Issue and Share Transfer Agents dated May 17, 2023 and SEBI Circular dated November 17, 2023 (Earlier vide SEBI Circulars dated November 03, 2021 subsequently amended by circulars dated December 14, 2021 and March 16, 2023 which have now been rescinded due to issuance of the Master Circular for dated May 17, 2023 and SEBI Circular dated November 17, 2023).

You are requested to please take on record the above said information for your reference and further needful.

Thanking you,

Yours Faithfully,

**FOR, BIOFIL CHEMICALS AND PHARMACEUTICALS LIMITED**

**SHWETA VERMA  
COMPANY SECRETARY & COMPLIANCE OFFICER  
M. NO. A70184**

(Encl.: As above)

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Date:

S. No. :

Name of sole  
/First Holder :

Address :

Registered Folio No.:

Number of shares held :

Second Holder :

Third Holder :

Dear Shareholder,

**Sub. : Mandatory Furnishing of Bank Account Details, PAN, KYC details and Nomination by holders of physical securities.**

**Ref.: SEBI Circular dated November 03, 2021 subsequently amended by circulars dated December 14, 2021, March 16, 2023 (now rescinded due to issuance of the Master Circular for Registrars to an Issue and Share Transfer Agents dated May 17, 2023) and November 17, 2023.**

In compliance with the above SEBI Circular(s), it is mandated for holders of physical securities to provide their PAN, Choice of Nomination, Contact Details, Mobile Number, Bank Account Details and Specimen Signature to the Registrar and Share Transfer Agent (RTA) of the Company.

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):

**Note:**

1. In pursuance to SEBI Circular dated November 17, 2023, reference to the term 'freezing/ frozen' has been deleted and referral of folios by the RTA / listed company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002, has been done away with from para 19.2 of the Master Circular for Registrars to an Issue and Share Transfer Agents dated May 17, 2023.
2. Further, it is mandated that 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.
3. 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.
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](https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf).
5. The relevant formats for Nomination and Updation of PAN/ KYC details and SEBI circulars are available on our website at [https://www.libord.com/Finance/InvestorRelations.aspx?Inv\\_Rel\\_Id=72](https://www.libord.com/Finance/InvestorRelations.aspx?Inv_Rel_Id=72)
6. The relevant formats are also available on the website of our RTA at [www.ankitonline.com](http://www.ankitonline.com) as per the following links.

Table -2

<b>Form</b>	<b>Website Link</b>
ISR-1	<a href="https://www.ankitonline.com/PDF/ISR_1.pdf">https://www.ankitonline.com/PDF/ISR_1.pdf</a>
ISR-2	<a href="https://www.ankitonline.com/PDF/ISR_2.pdf">https://www.ankitonline.com/PDF/ISR_2.pdf</a>
ISR-3	<a href="https://www.ankitonline.com/PDF/Form_ISR_3.pdf">https://www.ankitonline.com/PDF/Form_ISR_3.pdf</a>
SH-13	<a href="https://www.ankitonline.com/PDF/form_sh_13_registration_of_nomination.pdf">https://www.ankitonline.com/PDF/form_sh_13_registration_of_nomination.pdf</a>
SH-14	<a href="https://www.ankitonline.com/Content/Doc/Name/PANKYC/SH-14%20Cancellation%20or%20variation%20of%20nomination_.pdf">https://www.ankitonline.com/Content/Doc/Name/PANKYC/SH-14%20Cancellation%20or%20variation%20of%20nomination_.pdf</a>
SEBI circular dated 03.11.2021	<a href="https://ankitonline.com/Content/Doc/SEBI/03.11.2021.PDF">https://ankitonline.com/Content/Doc/SEBI/03.11.2021.PDF</a>
SEBI circular	<a href="https://ankitonline.com/Content/Doc/SEBI/14.12.2021.pdf">https://ankitonline.com/Content/Doc/SEBI/14.12.2021.pdf</a>

dated 14.12.2021	
SEBI circular dated 16.03.2023	<a href="https://www.ankitonline.com/Content/Doc/SEBI/16 March 2023.pdf">https://www.ankitonline.com/Content/Doc/SEBI/16 March 2023.pdf</a>
SEBI Master Circular dated 17.05.2023	<a href="https://www.ankitonline.com/Content/Doc/SEBI/17.05.2023 Master circular.pdf">https://www.ankitonline.com/Content/Doc/SEBI/17.05.2023 Master circular.pdf</a>
SEBI circular dated 17.11.2023	<a href="https://ankitonline.com/Content/Doc/SEBI/17.11.2023.pdf">https://ankitonline.com/Content/Doc/SEBI/17.11.2023.pdf</a>

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 applicable 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, Biofil Chemicals and Pharmaceuticals Limited**

Sd/-  
Shweta Verma  
Company Secretary and Compliance Officer