

Procedure for deletion of name (here shares will be transferred from 1st joint holder to 2nd joint holder, in case of 1st shareholder's death):

1. Request letter from Surviving share holder.
2. Death certificate original or duly notarized of 1st Shareholder.
3. Surviving shareholder's ISR-1/ ISR-2 and SH-13 (format attached)
4. Original share certificate.
5. Original cancelled unsigned cheque leaf.
6. Self attested PAN card of surviving holder.
7. Self attested Address Proof of surviving holder.
8. Bankers Signature Verification Form (format attached)
9. Affidavit for Signature Updation on a Non-Judicial Stamp Paper of Rs. 100/- (format attached)

AFFIDAVIT

I, (Name of the Shareholder), son of _____, aged ___ years, an Indian Inhabitant, residing at _____, do hereby solemnly affirm and declare as under:

1. That I, _____, am holding _____ equity shares in **All Indian Origin Chemists & Distributors Limited** as mentioned below:

Folio No. :
Certificate No. :
Distinctive Nos. :
No. of Shares :

That I wish to update my signature in the records of the RTA. Therefore I request that my specimen signature as provided herein be taken on record.

Specimen Signature: _____

2. On registering the signature in the records, I do hereby covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders / debenture holders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares / debentures or dividends / interests or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

I am executing this declaration to be submitted to the concerned authorities for the registration of signature in the records of the RTA.

VERIFICATION

I hereby state that whatever is stated herein above is/are true to the best of my knowledge.

Solemnly affirmed at Mumbai

On this _____ day of _____ of 2023 (affix photograph of the Applicant)

(Signature of the Applicant)

Identified by me

Before Me

Advocate

S.E.O./ Oaths Commissioner/Notary

NOTES:

1. Affidavit should be on Non-judicial stamp paper Rs.100/-.
2. Please do not just type this format as it is.
3. Affidavit should be notarized or attested by S.E.O. / Oaths Commissioner
4. Also note, you will have to submit Banker verification form identifying you and attesting your signature along with your account details and cancelled cheque leaf.

Form ISR – 1

(-SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box)

Date : / /

| | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> PAN | <input type="checkbox"/> Signature | <input type="checkbox"/> Mobile Number |
| <input type="checkbox"/> Bank details | <input type="checkbox"/> Registered Address | <input type="checkbox"/> E-mail address |

B. Security and KYC Details [to be filled in by the First Holder]

| | | |
|---|----------------------|----|
| Name of the Issuer Company | Folio No(s) | |
| Face value of Securities | Number of Securities | |
| Distinctive number of Securities (Optional) | From | To |
| E-mail Address | | |
| Mobile Number | | |

C. I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

| Name(s) of the Security holder(s) in Capital as per PAN Copies of PAN of all the Holder(s) duly self-attested with date to be enclosed with this Form. | PAN | PAN Linked to Aadhaar -Y/N Tick any one [✓] * |
|---|-----|--|
| 1. | | Yes / No |
| 2. | | Yes / No |
| 3. | | Yes / No |
| 4. | | Yes / No |

Note: * PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any other date as may be specified by CBDT.

To know the status of your PAN Linked to Aadhaar check on this link: <https://www.incometax.gov.in/iec/foportal>

| Bank Account Details of First Holder | | |
|--------------------------------------|---|--|
| Name of the Bank & Branch | IFSC | |
| Bank A/c No. | Tick any one [✓]- Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [] | |

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

| | |
|----------------------|--------------------|
| Demat Account Number | 16 digit DP/CL [] |
|----------------------|--------------------|

Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above folio(s) (use Separate Annexure if extra space is required) in which I / we are the holder(s). [strike off what is not applicable]

Declaration: All the above facts and documents enclosed are true and correct.

| | First Holder | Joint Holder - 1 | Joint Holder - 2 | Joint Holder - 3 |
|-----------|--------------|------------------|------------------|------------------|
| Signature | | | | |
| Name | | | | |
| Address | | | | |
| PIN | | | | |

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

I/We are submitting documents as per Table below (tick✓as relevant, refer to the instructions):

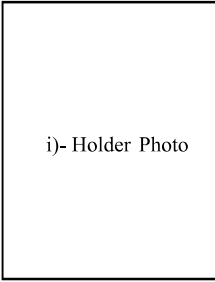


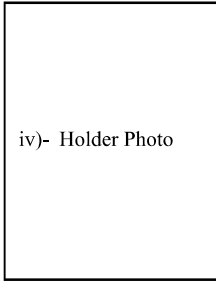





| No. | ✓ | Document/Information/Details | Instruction/Remark |
|-----|--------------------------|--------------------------------------|---|
| 1 | <input type="checkbox"/> | PAN of (all) the (joint) holder(s) | PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular. |
| 2 | <input type="checkbox"/> | Demat Account Number | Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant. |
| 3 | | Proof of Address of the first Holder | <p>Provide self attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant. <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill* <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. <input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. <input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. <input type="checkbox"/> The proof of address in the name of the spouse* <p>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</p> |
| 4 | <input type="checkbox"/> | Bank details | Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio. |
| 5 | <input type="checkbox"/> | E-mail address | As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio. |
| 6 | <input type="checkbox"/> | Mobile | As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio. |
| 7 | <input type="checkbox"/> | Specimen Signature | Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder. |
| 8 | | Nomination | <p>Submit Form(s) as per any ONE of the following options.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SH-13 For First Time Nomination <input type="checkbox"/> SH-14 For Cancellation or Variation in Nomination <input type="checkbox"/> SH-14 and ISR-3 For Cancellation of Nomination and to "Opt-Out" <input type="checkbox"/> ISR-3 To "OPT-Out" of Nomination or if No-Nomination is required |

Note: All the above forms are also available on our website..

Form ISR – 2

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03,2021)

Confirmation of Signature of Securities Holder by the Banker

| | | |
|--|---|--|
| 1. Bank Name and Branch | | |
| 2. Bank contact details | | |
| Postal Address | | |
| Mobile/Tel number | | |
| E-mail address | | |
| 3. Bank Account number | | <i>attach original cancelled cheque leaf</i> |
| 4. Account opening date | | |
| 5. Account holder's PAN | | Account Holder's Name |
| i) | | i) |
| ii) | | ii) |
| iii) | | iii) |
| iv) | | iv) |
| 6. Latest photograph of the account holder(s) | | |
|  |  |  |
| i)- Holder Photo | ii)- Holder Photo | iii)- Holder Photo |
|  | | |
| iv)- Holder Photo | | |
| 7. Account holder(s) details as per Bank Records | | |
| a) Address | | |
| | | |
| b) Mobile/Tel number | | |
| c) Email address | | |
| d) Signature(s) of the Holder(s) | | |
| i)  | _____ |  |
| ii)  | _____ | |
| iii)  | _____ | |
| iv)  | _____ | |
| -- (To be Mandatorily Filled by the Bank Official) -- | | |
| Place: | Name of the Bank Manager : | |
| Date: | Employee Code : | |
| Mobile / Tel no: | Email_id : | |

Form No. SH-13

Nomination Form

Pursuant to section 72 of the Companies Act, 2013 and rule
19(1) of the Companies (Share Capital and Debentures) Rules 2014] Date: / /

To,
Name of the Company : -----
Address of the Company: -----

I/We, the holder(s) of the securities particulars of which are given hereunder, wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made) :

| Nature of Securities | Folio No. | No. of Securities* | Certificate No. | Distinctive No(s) (From – To) |
|-------------------------|-----------|--------------------|-----------------|------------------------------------|
| Tick ✓ as relevant | | | | |
| Equity / Debs/ Bonds | | | | |

(2) PARTICULARS OF NOMINEE/S — [Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio]

| | | | |
|--|--|---------------|---------|
| Name of Nominee | | | |
| Address of Nominee | | Date of Birth | { - - } |
| Father's/Mother's/ Spouse's name | | Occupation | |
| Relationship with the security holder | | Nationality | |
| E-mail_id | | Mobile No | |

(3) IN CASE NOMINEE IS A MINOR —

| | | | |
|---------------------|--|----------------------------|---------|
| Name of Guardian | | Date of Birth | { - - } |
| Address of Guardian | | Date of attaining majority | { - - } |

Signature(s) as per Specimen recorded with the Company.

| | First Holder | Joint Holder -1 | Joint Holder -2 | Joint Holder -3 |
|------------------|--------------|-----------------|-----------------|-----------------|
| <u>Signature</u> | | | | |
| <u>Name</u> | | | | |

Witness Details:

| | | | |
|--------------------|------------------|-----------|--|
| Name of Witness | | Signature | |
| Address of Witness | _____ | Date | |
| | _____ Pin: _____ | | |

* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.

Form SH-13 - INSTRUCTIONS

[Please follow the instructions given below very carefully while filling in your Nomination request.]

1. Nomination can be made only by individuals applying/holding securities on their own behalf, singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The nomination will be registered only when it is complete in all respects including the signature of (a) all registered holder(s) (as per specimen lodged with the Company) /RTA and (b) the complete details of the nominee and witness being furnished.

2. A minor can be nominated by a holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).

3. The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a nominee on re-patriable basis provided RBI approval granted to the nominee is registered with the Company / RTA.

4. In case you have multiple folios, then you may take a photocopy of this Form.

5. Nomination request would be considered for securities held in physical form only.

6. The nomination will be valid, if the registration of Nomination is done before the demise of the holder.

7. The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).

8. The Holder(s) can override (delete or change) an earlier nomination by executing a fresh Nomination Form SH-14 for which a fresh registration number will be allotted. The earlier nomination will automatically stand cancelled.

9. In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.

10. Nomination registration number will be allotted upon successful registration.

11. The Company / RTA will entertain claims of registered nominees only.

12. The Nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.

13. Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.

■ For Office Use Only

■ Nomination Registration Number :

■ Date of Registration :

■ Checked and Signature of Employee :