**All the Share holders of listed companies are hereby inform that the SEBI has mandate updation of KYC by the Physical Share holder.**

**For Non Compliance Dividend will be paid only through Electronic Mode.**

**All concerned are advice to note the following:**

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 automatically.**

**MCS Share Transfer Agent Limited**

**ANNEXURE A**

**‘Escalation Matrix”**

**Mumbai Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details of** | **Contact Person** | **Address** | **Contact No** | **Email id** | **Working hours** |
| **Customer Care** | **Mr. Madhukar Parse** | 3B3, 3rd Floor, B-Wing,Gundecha Onclave Premises Co-op. Society Ltd. Kherani Road, Saki Naka,Andheri (E), Mumbai – 400 072 | 022 – 28516021 | **helpdeskmum@mcsregistrars.com** | **10.30 Am to 12.30 Pm****And****2.00 pm to 4.30 pm** |
| **Head of Customer Care** | **Mr. Subodh Vihare** | **- Do-** | 022 – 28516021 | **helpdeskmum@mcsregistrars.com** | **- Do-** |
| **Compliance Officer** | **Mr. Anil Shide** | **- Do-** | 022 – 28516021 | **helpdeskmum@mcsregistrars.com** | **- Do-** |
| **CEO** | **Mr. Ramesh Agarwal** | **- Do-** | 022 – 28516021 | **helpdeskmum@mcsregistrars.com** | **- Do-** |

**Kolkata Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details of** | **Contact Person** | **Address** | **Contact No** | **Email id** | **Working hours** |
| **Customer Care** | **Mr. Siddharth haldar** | 3B3, Lake Gardens, Kolkata 700045 | 033 – 40724051-53 | **helpdeskkol@mcsregistrars.com****mcssta@rediffmail.com** | **10.30 Am to 12.30 Pm****And****2.00 pm to 4.30 pm** |
| **Head of Customer Care** | **Mr. Tapas Roy** | **- Do-** | 033 – 40724051-53 | **helpdeskkol@mcsregistrars.com****mcssta@rediffmail.com** | **- Do-** |
| **Compliance Officer** | **Mr. Anil Shide** | **- Do-** | 033 – 40724051-53 | **helpdeskkol@mcsregistrars.com****mcssta@rediffmail.com** | **- Do-** |
| **CEO** | **Mr. Ramesh Agarwal** | **- Do-** | 033 – 40724051-53 | **helpdeskkol@mcsregistrars.com****mcssta@rediffmail.com** | **- Do-** |

**Delhi Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details of** | **Contact Person** | **Address** | **Contact No** | **Email id** | **Working hours** |
| **Customer Care** | **Mr. S K Pathak** | F-65, 1st Floor, Okhla Indl. Area, Ph-1, New Delhi 110020 | 011 – 41406149-52 | **helpdeskdelhi@mcsregistrars.com** | **10.30 Am to 12.30 Pm****And****2.00 pm to 4.30 pm** |
| **Head of Customer Care** | **Mr. Narender Negi/ Mr. Mahesh & Mr. Suresh**  | F-65, 1st Floor, Okhla Indl. Area, Ph-1, New Delhi 110020 | 011 – 41406149-52 | **helpdeskdelhi@mcsregistrars.com** | **- Do-** |
| **Compliance Officer** | **Mr. Anil Shide** | F-65, 1st Floor, Okhla Indl. Area, Ph-1, New Delhi 110020 | 011 – 41406149-52 | **helpdeskdelhi@mcsregistrars.com** | **- Do-** |
| **CEO** | **Mr. Ramesh Agarwal** | F-65, 1st Floor, Okhla Indl. Area, Ph-1, New Delhi 110020 | 011 – 41406149-52 | **helpdeskdelhi@mcsregistrars.com** | **- Do-** |

**Ahmedabad & Barada Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details of** | **Contact Person** | **Address** | **Contact No** | **Email id** | **Working hours** |
| **Customer Care** | **Mr. Ketan Panchal** | 101 Shatdal Complex, 1st floor, Ashram Road, Ahmedabad - 380009 | 0265 – 26580461 | **helpdeskahmd@mcsregistrars.com** | **10.30 Am to 12.30 Pm****And****2.00 pm to 4.30 pm** |
| **Head of Customer Care** | **Mr. Jagdish** | 101 Shatdal Complex, 1st floor, Ashram Road, Ahmedabad - 380009 | 0265 – 26580461 | **helpdeskahmd@mcsregistrars.com** | **- Do-** |
| **Compliance Officer** | **Mr. Anil Shide** | 101 Shatdal Complex, 1st floor, Ashram Road, Ahmedabad - 380009 | 0265 – 26580461 | **helpdeskahmd@mcsregistrars.com** | **- Do-** |
| **CEO** | **Mr. Ramesh Agarwal** | 101 Shatdal Complex, 1st floor, Ashram Road, Ahmedabad - 380009 | 0265 – 26580461 | **helpdeskahmd@mcsregistrars.com** | **- Do-** |