



## Ind-Swift Laboratories Limited

(A Recognised Export House)

Regd. Office : S.C.O. 850, Shivalik Enclave, NAC, Manimajra, Chandigarh - 160 101  
Phones : ++ 91 - 172-2730503, 2730920, Fax ++ 91 - 172 - 2730504, 2736294  
E-mail : info@indswiftlabs.com Website : www.indswiftlabs.com  
CIN No. L24232CH1995PLC015553



Ref: ISLL:CH:2024

Date: 24<sup>th</sup> September, 2024

**The President  
Corporate Relationship Department  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
25<sup>th</sup> Floor, Dalal Street,  
Mumbai 400 001**

**The Vice President,  
Listing Compliance Department,  
National Stock Exchange of India Limited,  
Exchange Plaza, 5<sup>th</sup> Floor  
Plot No. C/2, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai 400 051**

**BSE Scrip Code: 532305**

**NSE Symbol: INDSWFTLAB**

**Sub: Intimation to the shareholders of physical securities pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD1/P/CIR/2024/37 dated May 07, 2024**

Dear Sir/ Ma'am,

In terms of Regulation 30 of SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 and pursuant to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD1/P/CIR/2024/37 dated May 07, 2024, please find enclosed herewith the copy of intimation letter sent to the identified shareholders of the Company on 24<sup>th</sup> September, 2024 for furnishing PAN, KYC details and Nomination details.

We request you to kindly take the same on records.

Thanking you,  
For **IND-SWIFT LABORATORIES LTD.**

**PARDEEP VERMA  
VP-CORPORATE AFFAIRS &  
COMPANY SECRETARY**



**Encl: As above**



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Date: 23-09-2024

Dear Shareholder,

**Subject: Mandatory furnishing of PAN, KYC details and Nomination by holders of Physical Securities.**

This is to bring to your notice that Securities & Exchange Board of India (SEBI) vide its Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/70 dated May 17, 2023 and Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023 read with SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024 has made it mandatory for the Security Holders (holding shares in physical form) to furnish/update PAN, Email address, Mobile number, Signature, Bank account details and Nomination details with the Company's RTA/Company.

Shareholders may access the master circular on [https://www.sebi.gov.in/legal/master-circulars/may-2024/master-circular-for-registrars-to-an-issue-and-share-transfer-agents\\_83226.html](https://www.sebi.gov.in/legal/master-circulars/may-2024/master-circular-for-registrars-to-an-issue-and-share-transfer-agents_83226.html)

In this connection, please note that the Physical Security Holders who have not updated their PAN, Email address, Mobile number, Signature, Bank account details and Nomination details shall not be eligible to lodge grievance or avail any service request from the Company's RTA. The Security Holder shall be:

1. eligible to lodge grievance or avail any service request from the Company's RTA/Company only after furnishing the complete documents/details aforesaid.
2. with effect from April 1, 2024, eligible for any payment including dividend, interest or redemption (if any) in respect of such folios, only through electronic mode upon furnishing all the aforesaid details in entirety.

Accordingly, you are requested to furnish valid PAN, KYC and nomination details to RTA of the Company in the following forms as notified by SEBI:

**Forms Descriptions:**

- a) **Form ISR-1** Request for registering PAN, KYC details or changes / up-dation thereof (Along with self-attested supporting documents)
- b) **Form ISR- 2** Confirmation of Signature of securities holder by the Banker (Along with Original cancelled Cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement)
- c) **Form- SH-13** Nomination form "Form ISR-3" Declaration for Nomination opt-out
- d) **Form SH- 14** Change in Nomination

The securityholders are requested to forward the duly filled-in documents along with the related proofs as mentioned in the respective forms in the abovesaid circular to the following address at the earliest:

Alankit House  
4E/2 Jhandewalan Extension  
New Delhi -110 055  
Email: [rtas@alankit.com](mailto:rtas@alankit.com)  
Website: <https://www.alankit.com/>  
Phone: 011-42541234





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CIN No. L24232CH1995PLC015553



The scanned copies of the documents may also be e-mailed through your registered email id with Alankit Limited at the Email address of [rtat@alankit.com](mailto:rtat@alankit.com) and at [investor@indswiftlabs.com](mailto:investor@indswiftlabs.com) duly e-Signed# on the forms and all proofs.

#E-Sign Is an integrated service, which facilitates Issuing a Digital Signature Certificate and performing the signing of requested data by e-sign user. You may approach any of the empaneled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining an e-sign.

By producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s). Please note the registered shareholder(s) has to visit the office of the RTA for in-person verification and not his/her representative.

A communication was sent to you earlier requesting submission of documents/ details in this regard. We observe from our records that you have not furnished these mandatory documents/details. We request you to furnish the documents/details pursuant to the above circular, to the Registrars & Transfer Agents M/s Alankit Limited, on receipt of this letter on an urgent basis.

You are requested to take note of the above and furnish the aforesaid documents at the earliest.

Thanking you,

Regards

Pardeep Verma  
VP-Corporate Affairs & Company Secretary  
Ind-Swift Laboratories Limited  
CIN: L24232CH1995PLC015553  
Regd Off.: SCO-850, Shivalik Enclave, NAC Manimajra,  
Chandigarh – 160101, India