

**Date:** 02<sup>nd</sup> July 2026

**To,**  
**Corporate Relationship Department**  
**BSE Limited**  
Dalal Street, Phiroze Ijeebhoy Towers,  
Mumbai – 400 001.

**BSE SCRIP CODE: 501370**

**Dear Sir/Madam,**

**Subject: Intimation to the holders of physical securities to furnish PAN, KYC and Nomination details**

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and in compliance with the SEBI Master Circular dated February 6, 2026, read with SEBI Circular dated June 10, 2024, please find enclosed herewith a copy of the letter sent to the shareholders holding shares in physical form for furnishing the KYC details to the Registrar and Transfer Agent of the Company (RTA) i.e. Bigshare Services Pvt Ltd.

Further, the prescribed forms for furnishing KYC details are also available on the website of the Company at: <https://www.walchandpeoplefirst.com/investor-relations> and website of the RTA at: [https://www.bigshareonline.com/resources-sebi\\_circular.aspx#parentHorizontalTab3](https://www.bigshareonline.com/resources-sebi_circular.aspx#parentHorizontalTab3)

Kindly take the same on record and oblige.

Thanking You

Yours faithfully,

**For Walchand PeopleFirst Limited**

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**Deepak Kumar Nayak**  
**Company Secretary and Compliance Officer**  
**Membership No.:** ACS 75012  
**Address:** 1st Floor, Construction House,  
5-Walchand Hirachand Marg, Ballard Estate, Mumbai-400001

**Encl: As above**



## WALCHAND PEOPLEFIRST LIMITED

CIN: L74140MH1920PLC000791

Regd. Office: 1<sup>st</sup> Floor, Construction House, 5-Walchand Hirachand Marg, Ballard Estate, Mumbai -400001

Website: [www.walchandpeoplefirst.com](http://www.walchandpeoplefirst.com); Tel: +91-22-67818181 Fax: +91-22-22610574

Email id: [wpflcompanysecretary@walchandgroup.com](mailto:wpflcompanysecretary@walchandgroup.com)

Date: 02<sup>nd</sup> July 2026

Name of the Sole/ First Holder :

Address

Joint Holder :

Folio No. :

Holding :

Dear Shareholder,

**Sub.: Reminder to update Know Your Client (KYC) details and Dematerialize your shares**

Hope this communicate finds you in safe and good health. We thank you for your continued patronage as a share owner of the Company.

We wish to draw your kind attention on following:

**1. Completion of KYC:**

- (i) As per SEBI Master Circular dated February 6, 2026, read with SEBI Circular dated June 10, 2024, please complete your KYC. Please note that the dividend will be paid only through electronic mode after completing KYC.
- (ii) For KYC, you have to submit the following in the prescribed forms (copy attached)
  - (a) Request for registering PAN, KYC details or changes/up-dation thereof (Along with self-attested supporting documents)- Form ISR-1.
  - (b) 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) - Form ISR-2.
  - (c) Nomination form- FormISR-13.
  - (d) Declaration for Nomination opt-out -Form ISR- 3.
  - (e) Change in Nomination-Form ISR- 14.

**2. Dematerialization of shares:**

- (i) Please convert your shares from physical form to demat form at the earliest possible to enhance security transparency, and ease of transfer.
- (ii) Since April 01, 2019, SEBI mandated that all transfers of listed securities must be in demat form only. So, you won't be able to transfer your physical shares, if you wish to do so.

You are requested to get in touch with our RTA for any queries or assistance in this regard:

M/s. Bigshare Services Private Limited  
Office No S6-2, 6th floor, Pinnacle Business Park,  
Next to Ahura Centre, Mahakali Caves Road, Andheri (East), Mumbai-400093  
Tel.: (022) 62638200 Fax: (022) 62638299  
(From 9:00a.m. to 5:00 p.m. on all working days)

Thanking you,

**For Walchand PeopleFirst Limited**

Sd/

Compliance Officer & Company Secretary

Encl: as above.



	(Optional)	Depository Participant.
3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Unique Identification Number (UID) (Aadhaar)</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License</p> <p><input type="checkbox"/> Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line)/ Electricity bill / Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organisation stamp</p> <p><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.</p> <p><input type="checkbox"/> Proof of address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse.</p> <p><input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.</p>
4	Bank details (to be updated for first holder in case of joint holding)	<p>Account Number: _____ #</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p>Provide the following:</p> <p><input type="checkbox"/> Original cancelled cheque bearing the name of the security holder; <b>OR</b></p>

			<input type="checkbox"/> Bank passbook/statement attested by the Bank;
5		E-mail address	_____#
6		Mobile	_____#

\* or any date as may be specified by the CBDT (DP: Depository Participant)  
# In case it is not provided, the details available in the CML will be updated in the folio

**Authorization:** I/ We authorise you (RTA) to update the above PAN and KYC details in following additional folio(s) held in my / our name (use *Separate Annexure* if extra space is required):

S. No.	Name of the Issuer Company	Folio No.	Quantity of securities	Face value of securities	Distinctive number of securities (Optional)

in which I / We are the holder(s) (strike off what is not applicable).

**Declaration:** All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓		
	✓		
Full address	✓		
PIN	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Mode of submission of documents to the RTA**

Please use any one of the following mode:

- 1. 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.
- 2. Through Post:** Hard copies of the documents which are self-attested.

**3. Through electronic mode with e-sign:** The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign\* of the holder(s)/ claimant(s).

\*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of [Controller of Certifying Authorities \(CCA\), Ministry of Communications and Information Technology \(https://cca.gov.in/\)](https://cca.gov.in/) for the purpose of obtaining an e-sign.

**Note**

<ul style="list-style-type: none"> <li>• Holders of physical securities in listed company are mandatorily required to furnish PAN, KYC details (Contact details, Bank Account Details, Signature) and Nomination (for all the eligible folios) to enable RTA to process any service request or complaints received from the security holder(s)/ Claimants.</li> </ul>	
<ul style="list-style-type: none"> <li>• Upon receipt or up-dation of bank details, the RTA shall, <i>suo-moto</i>, generate request to the company’s bankers to pay electronically all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.</li> </ul>	
<ul style="list-style-type: none"> <li>• RTA shall update the folio with PAN, KYC details and Nominee, within timelines as mentioned in the circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 dated November 26, 2021. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.</li> </ul>	
<ul style="list-style-type: none"> <li>• RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.</li> </ul>	
<ul style="list-style-type: none"> <li>• Specimen Signature</li> </ul>	<p><b>Option A</b></p> <ul style="list-style-type: none"> <li>i. Security holder shall provide the following documents:               <ul style="list-style-type: none"> <li>(a) Original cancelled cheque with name of the security holder printed on it; or</li> <li>(b) Self-attested copy of Bank Passbook/ Bank Statement;</li> </ul> <p style="text-align: center;"><b>and</b></p> <li>ii. Banker’s attestation of the signature of the same bank account as mentioned in (i) above as per <b>Form ISR - 2.</b></li> </li></ul> <p style="text-align: center;"><b>OR</b></p> <p><b>Option B</b></p> <ul style="list-style-type: none"> <li>• The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos. 1-4 of Annexure – E of SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</li> </ul>

<ul style="list-style-type: none"> <li>Nomination**</li> </ul>	<ul style="list-style-type: none"> <li>Providing Nomination: Please submit the duly filled up Nomination Form (<a href="#">SH-13</a>) or 'Declaration to Opt out of Nomination' as per <a href="#">Form ISR-3</a>, in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</li> <li>Variation in Existing Nomination: Please use <a href="#">Form SH-14</a></li> <li>Cancellation of Existing Nomination and opting out: use <a href="#">Form SH-14</a> &amp; <a href="#">Form ISR – 3</a></li> </ul>
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\*\* Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR – 3**), has to be furnished by the holder(s) separately for each listed company.

*(Page 6 & 7 is for information to investors; print out of the same is not required)*

# Form ISR – 2

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch		
2. Bank contact details Postal Address Phone number E-mail address		
3. Bank Account number		
4. Account opening date		
5. Account holder(s) name(s)	1) 2) 3)	
6. Latest photograph of the account holder(s)		
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">1<sup>st</sup> Holder</div><div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">2<sup>nd</sup> Holder</div><div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">3<sup>rd</sup> Holder</div></div>		
7. Account holder(s) details as per Bank Records		
a) Address		
b) Phone number		
c) Email address		
d) Signature(s)		
1) <div style="border: 1px solid black; width: 150px; height: 40px;"></div>	2) <div style="border: 1px solid black; width: 150px; height: 40px;"></div>	3) <div style="border: 1px solid black; width: 150px; height: 40px;"></div>
Signature verified as recorded with the Bank		
Seal of the Bank		
	(Signature)	
Place:	Name of the Bank Manager	
	Employee Code	
Date:	E-mail address	

**Form ISR - 3**  
**Declaration Form for Opting-out of Nomination**  
**by holders of physical securities in Listed Companies**

*(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)*

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]]

Name of the Company :  
Registered Address of the Company:

I / we ..... the holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s) \*  
Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

*\* Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature*

**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]**

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.

- (2) PARTICULARS OF NOMINEE/S —

- (a) Name:
- (b) Date of Birth:
- (c) Father's/Mother's/Spouse's name:
- (d) Occupation:
- (e) Nationality:
- (f) Address:
- (g) E-mail id:
- (h) Relationship with the security hold

- (3) IN CASE NOMINEE IS A MINOR--

- (a) Date of birth:
- (b) Date of attaining majority
- (c) Name of guardian:
- (d) Address of guardian:

Name:  
Address:

Name of the Security  
Holder (s)

Signature

Witness with  
name and address

**Form No. SH-14**

**Cancellation or Variation of Nomination**

**[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]**

Name of the company:

I/We hereby cancel the nomination(s) made by me/us in favor of \_\_\_\_\_  
(name and address of the nominee) in respect of the below mentioned securities.

or

I/We hereby nominate the following person in place of..... as  
nominee in respect of the below mentioned securities in whom shall vest all 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 cancelled / varied )**

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

**(2) (a) PARTICULARS OF THE NEW NOMINEE:**

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mail id:
- vii. Relationship with the Security holder:

**(b) IN CASE NEW NOMINEE IS A MINOR--**

- i. Date of Birth:
- ii. Date of attaining majority
- iii. Name of guardian:
- iv. Address of guardian:

Signature  
Name of the Security Holder (s)

Witness with name and address