



**NITIN FIRE PROTECTION INDUSTRIES LIMITED**

**Corporate Identity No (CIN):** L29193MH1995PLC092323

**Registered Office:** 501, Delta, Technology Street, Hiranandani Gardens, Powai, Mumbai -400 076

**Tel No.:** (+91) 91 22 40457000; **Fax No.:** (+91) 22 25701110

**E-mail:** nitinfire@vsnl.com; **Website:** [www.nitinfire.com](http://www.nitinfire.com)

**IMPORTANT NOTICE TO PHYSICAL SHAREHOLDERS - DEMATERIALIZATION & KYC  
(Transfer of securities in dematerialized form only & Update of KYC details)**

The Securities and Exchange Board of India (SEBI) has amended Regulation 40 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 and has mandated that transfer of securities would be carried out in dematerialized form only. As per the amendment, listed Companies and their Registrars and Transfer Agents (RTAs) are advised to ensure that documents have been lodged for transfer of securities/shares in dematerialized form only with effect from December 5, 2018. The Bombay Stock Exchange Ltd. (BSE) has also brought the above matter of dematerialization through circular no. LIST/COMP/15/2018-19 dated July 5, 2018, into our attention to intimate the shareholders who still holds the shares in physical form. The above amendment has severe impact on shareholders holding shares in physical form only. The physical share has no value on the basis of transaction. So it is advised to convert the physical shares into dematerialized form as soon as possible.

So, we have been advised by SEBI and BSE to bring the matter into your special attention and to take the necessary actions to convert the physical shares into dematerialized form. The shares can be dematerialized by taking the following steps:

- Step 1. Open up a demat account with a Depository Participant (DP) by filling a demat account opening form. You have to sign an agreement with the depository participant. Submit proof of identity such as PAN card and an identity proof/address proof, such as Passport copy. (Your demat account, should be in the same name as the ownership in physical form).
- Step 2. Fill up and sign the Dematerialization Request Form (DRF) of your depository. Surrender or submit physical certificates along with DRF to DP.
- Step 3. The depository participant then sends a request, through an electronic system, to the Registrar and Transfer Agent (RTA) who maintains your /investor's records, for convenience.
- Step 4. The electronic system generates a Dematerialization Request Number (DRN). This DRN number, is entered on the Dematerialization Request Form (DRF) and is sent along with physical documents (identity and address proof / share certificates), to the RTA.
- Step 5. After the share certificates are received by the Registrar and Transfer agent, they will verify the physical documents and the share certificates will be mutilated and the words "Surrendered for Dematerialization" will be written on it.
- Step 6. Your name is replaced by the depository's name in the Register of Members (RoM), of the Company, to the extent of shares, which have been dematerialized. Once the Register of Members (RoM), of the Company where you have shares, has been amended, a confirmation is sent to the depository.
- Step 7. Your demat account with the depository participant (DP), is credited with the dematerialized shares.

You are requested to take the above steps to comply with the amendment in the above said regulations. In case of difficulties, you can reach the Company and/or our RTA as mentioned below to help you for dematerialization.

We had also sent two requests vide our letter on May 8, 2018 and June 20, 2018 asking PAN and Bank and other details in a duly filled up form. We are also sending this as reminder - 3 for the same as we could not receive the details before August 19, 2018 as mentioned in our previous two letters. Securities and Exchange Board of India (SEBI) vide its circular dated April 20, 2018 has informed to take the following details from shareholders holding securities in physical form under the captioned subject of the circular i.e; "Strengthening the Guidelines and Raising Industry standards for RTA, Issuer Companies and Banker to an Issue":

1. Self-attested copy of Pan Card;
2. Bank details (a copy of the original cancelled cheque leaf /attested bank passbook showing name of account holder);
3. Address proof (self-attested copy of Aadhaar-card).
4. Specimen signature of the registered and/or joint shareholders in an format of Affidavit duly notarized on non-judicial stamp paper of Rs.100/- each with Bankers' verification for change in signature, available in the website of the RTA [www.bigshareonline.com](http://www.bigshareonline.com)



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*You are requested to provide all the above documents along with the same documents of the joint holders with self attestation. As per the records, the above details except old address are neither available with us nor available in the system as retrieved from time to time. In terms of the above Circular, we may face problem to credit the benefit to your account in a secured manner and within the short span of time as other shareholders enjoys the benefit of the same. You are requested to provide the above mentioned documents to us or to M/s. Bigshare Services Private Limited, Registrar and Transfer Agents (RTA) of the Company at the address mentioned in this letter, on or before August 30, 2018 to comply under the said circular and to raise the Industry standards and to complete the database. The form is being enclosed to fill up, sign and send along with above mentioned documents. I shall also request to send soft copies of the same in the e-mail id given below. You should register nominee by filling, signing and submitting the form available with the latest annual report in the link <http://nitinfire.com/blog/investors/annual-report/annual-report/>.*

In case we do not hear anything from you on this intimation letter by **August 30, 2018**, with a view to comply with the requirements of the applicable Rules/Regulations, you may deprive from the benefits which will be transferred to the Authority as per procedure/additional intimations/timelines. **Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to IEPF Authority pursuant to the applicable Rules/Regulations. Further, you are also advised to convert shares held from physical mode to electronic mode for real time benefit and to avoid the restrictions imposed on physical shares from time to time.**

Please feel free to contact the Company/RTA: Bigshare Services Private Limited in case you have any queries at their following address / email / telephone number:

Nitin Fire Protection Industries Limited  
Sraban Kumar Karan, Company Secretary

Registered Office: 501, Delta, Technology Street, Hiranandani Gardens, Powai, Mumbai -400 076

Tel. No.: (+91) 91 22 40457000/025; Fax No.: (+91) 22 25701110; E-mail id: [cs@nitinfire.com](mailto:cs@nitinfire.com); Website: [www.nitinfire.com](http://www.nitinfire.com)

Bigshare Services Private Limited

Mr. Joy Verghese

1st Floor, Bharat TIN Works Building, Opp. Vasant Oasis (next to Keys Hotel), Marol, Makwana Road, Andheri East, Mumbai - 400059; Tel. 022 – 62638200/62638236; E-mail id - [investor@bigshareonline.com](mailto:investor@bigshareonline.com); [joyv@bigshareonline.com](mailto:joyv@bigshareonline.com); Website:

[www.bigshareonline.com](http://www.bigshareonline.com)

Thanking you,

Yours faithfully,

For Nitin Fire Protection Industries Limited

S/d

Sraban Kumar Karan  
Company Secretary