



Hawkins Cookers Limited

April 28, 2023

**Sub: Important Information on Actions Required to be taken before September 30, 2023
On PAN, KYC and Nomination by Shareholders holding Physical Share Certificates**

Dear Shareholder,

1. We refer to the circular dated March 16, 2023, issued by SEBI, para 4 and 5 of which mandate the following by holders of physical share certificates:

1.1. Furnish the PAN of all holders; please note that the PAN, including for physical folios on which the PAN is updated, shall be considered valid, if applicable, as per the Central Board of Direct Taxes directions on its linkage with the Aadhaar number.

1.2. Make a nomination through Form SH-13, or furnish the 'Declaration to Opt-out' in Form ISR-3.

1.3. Update their postal address with PIN, and furnish their mobile number and e-mail address;

1.4. Update the bank account details of the first shareholder – please furnish a cancelled cheque clearly showing all the required details failing which first shareholder is required to submit copy of bank passbook/statement attested by the bank which is mandatory for registering the new bank details.

1.5. Banker's attestation of the signature as per Form ISR-2 along with original cancelled cheque bearing the name of the shareholder for updating/registering the specimen signature.

2. Please note that if all of the above is not done in respect of your physically held shares of the Company by September 30, 2023, your folio is liable to be frozen. Please note the following consequences of a frozen folio:

2.1. No grievance or service request shall be lodged by our RTA for a frozen folio till all actions listed in para 1 are completed.

2.2. No dividend shall be remitted till the requirements of para 1 hereinabove are complied with. Further, upon completing the said compliance, the dividend(s) due shall only be paid electronically.

2.3. The frozen folio is required to be referred to the administering authority under the Benami Transactions (Prohibitions) Act, 1988, and/or Prevention of Money Laundering Act, 2022, if it remains frozen as on December 31, 2025.

3. Frozen folios shall be reverted to normal upon the shareholder(s) fully complying with the requirements stated in para 1 above.

4. You are therefore urged to promptly take all necessary actions as required under the said SEBI Circular to avoid inconvenience in dealing with any matter in respect of your physically held shares of Hawkins Cookers Limited. Please use Form ISR-1 for this purpose.

5. **You may use any ONE** of the following modes for submission:

5.1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s). Please note the registered shareholder(s), and not their representatives, have to visit the office of the RTA for the IPV.

5.2. **Through Post:** by furnishing self-attested photocopy(ies) of the relevant document, with date.

Page 1 of 2

5.3. **Electronically with e-sign:** (a) In case your email is already registered with our RTA, you may send the scanned copies of your KYC documents with your **e-sign*** affixed on the documents at the dedicated email-id: kyc@linkintime.co.in. Kindly mention the email subject line as “**KYC Updation** (Hawkins Cookers Limited) - Folio No : _____”.

(b) Investors can also upload KYC documents with additionally **e-sign affixed on the documents** on our RTA’s website: <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

(*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and electronically signing the requested data by the e-sign user. You may approach any of the empanelled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining your e-sign.)

6. We once again strongly advise you to dematerialise your shareholding of Hawkins Cookers Limited, in your best interest, to avoid any of the above consequences while additionally availing the following benefits:

6.1. As per the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, with effect from April 1, 2019, your Hawkins shares cannot be transferred unless they are held in the dematerialized form with a depository.

6.2. You can now buy, sell or transfer only demat shares – and that too very easily and quickly. And cheaply! The brokerage is less.

6.3. Your dividend is credited directly into your bank account. There is no risk of it being delayed or lost in the mail, and you avoid the drudgery and delay in physically depositing it yourself.

6.4. You can avail a Nomination facility for your Demat account. And changes in address, bank account or nomination details can be made easily by you with just a simple instruction.

7. The Demat shares are held by a registered Depository. Two depositories are presently certified by SEBI – National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL). You can avail these services of the Depository by opening an account with an approved agent of your choice, called Depository Participant (DP). For the list of DPs available with NSDL/CDSL and for more information, please visit the websites of NSDL (www.nsdl.co.in) and CDSL (www.cdslindia.com).

8. Should you choose to Demat your shares of Hawkins Cookers Limited, we shall be pleased to give you further information and/or complete assistance on the matter.

Assuring you of our best attention and services at all times,

Yours faithfully,
for Hawkins Cookers Limited



Brahmananda Pani
Company Secretary

Note: The relevant formats for Nomination and Updation of KYC details (Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14) mandated by the said SEBI Circular are available on the RTA’s website at <https://www.linkintime.co.in> → Resources → Downloads → General → Formats for KYC and on the Company’s website at https://www.hawkinscookers.com/sebi_kyc.html.