



Investor Service Procedure for Physical Shareholders

SEBI vide its [Circular](#) dated 3rd November, 2021, has introduced common and simplified norms for processing investor's service request by Registrar & Share Transfer Agents (R&TAs) of the companies and norms for furnishing PAN, KYC and Nomination details.

In view of the above, shareholders of the Company holding Shares in physical form, are requested to provide following documents/details to the Company's R&TA i.e. KFin Technologies Private Limited (KFin):

- PAN, Contact details including Postal address with PIN code, Mobile Number, E-mail address in Form ISR – 1;
- Bank Account details including Bank name and branch, Bank account number, IFS code in Form ISR – 1;
- Furnishing/mismatch in Specimen Signature in Form ISR – 2;
- Furnishing Nomination details (for all eligible folios) in Form SH - 13;
- Changes in Nomination details in Form – SH- 14;
- Cancellation of Nomination or Variation in Nomination and opting out of Nomination details in Form SH- 14 and Form ISR - 3 respectively.

The physical shareholders can download the said Forms mentioned above as per SEBI circular by clicking on below links:

Forms	Description	Download Forms
Form ISR - 1	Request for Registering PAN, KYC & Bank Details or updation thereof (postal address, Mobile No. & E-Mail ID)	ISR-1
Form ISR - 2	In case of major mismatch in signature of shareholder or in case signature is not available with Company.	ISR-2
Form ISR - 3	Declaration Form for Opting - out of Nomination	ISR-3
Form SH -13	For Furnishing Nomination Details	SH-13
Form SH -14	Cancellation or Variation in Nomination	SH-14

The above documents/details are to be forwarded either through hard copies duly self attested and dated to the Company's R&TA i.e. KFin Technologies Private Limited at below address or through electronic mode with E-Sign at inward.ris@kfintech.com:

Kind Attn: Mr. Mohammed Shanoor
Unit: Gujarat Gas Limited
KFin Technologies Pvt. Ltd.,
Selenium Tower B, Plot No. 31 - 32,
Gachibowli, Financial District,
Nanakramguda, Serilingampally,
Telangana, Hyderabad - 500 032

Investors are requested to ensure that the above details are updated with the Company's R&TA before **1st April, 2023**, since folios for which the above details are not available thereafter, shall be frozen as per the SEBI Circular.