

**FORM FOR UPDATING OF RECORDS OF PHYSICAL SHAREHOLDERS OF NAYARA ENERGY LIMITED**

To,  
 MUFG Intime India Private Limited  
 (Formerly known as Link Intime India Private Limited)  
 UNIT: Nayara Energy Limited  
 C101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai – 400 083

Dear Sir,

**Re: Request for registering PAN / KYC details or updation thereof**

I / We, shareholders of **NAYARA ENERGY LIMITED (formerly known as Essar Oil Limited)**, request you to update my / our details in the Register of Members of the Company as per the information provided below. I / we are enclosing self-attested copies of PAN card(s) of all the holders and other documents in support of our request:

<b>Details of the First Shareholder as per the Share Certificate/s:</b>			
<b>Folio No.</b>			
<b>No. of Shares Held</b>			
<b>Name of first / sole holder</b>			
	<b>Details</b>		
<b>Address</b> (Please enclose copy of Passport, Aadhar Card (first 8 digits masked), Utility Bills (of latest 3 months), etc.)			
<b>Mobile No.</b>			
<b>E-mail ID</b> (For receiving all communications electronically)			
<b>Bank Account Details of First / Sole shareholder:</b> (Please enclose original cancelled cheque of first /sole holder or copy of bank passbook / statement attested by the Bank)			
<b>Name of the Bank</b>			
<b>Name of the Branch</b>			
<b>Account Number</b>			
<b>Account Type</b> (Saving / Current / Cash Credit)			
<b>9 Digit MICR Number</b>			
<b>11 Digit IFSC Code</b>			
<b>Nomination (Refer instructions)</b>			
<b>Details of the Shareholders as per Share Certificate, PAN Number and Signature</b>			
	<b>First / Sole Holder</b>	<b>First Joint Holder</b>	<b>Second Joint Holder</b>
<b>Name</b>			
<b>PAN</b> (Please enclose PAN card)			
<b>Signature</b>			

Date:

Place:

Instructions for filling the 'Form for Updating of records of Physical Shareholders'

1. Please ensure to fill details correctly and in legible manner to help us record your details correctly.
2. Kindly submit relevant documents, as mentioned in table below, for updating your KYC details. The details can be updated only if the supporting documents are enclosed and form is signed by all the Shareholders.
3. To ensure that your form is in order and is accepted by the RTA for Updation in its database, please follow below mentioned guidelines:

<b>Details Requested</b>	<b>Guidelines</b>
<b>Folio No.</b>	Mention the folio number printed on the physical share certificate available with you. If you hold multiple share certificates, please submit a separate request form for each of the folio numbers.
<b>No. of Shares Held</b>	Mention the shares held against the Folio number mentioned above.
<b>Name of first / sole holder</b>	This should match with the name on the share certificate held by you.
<b>Address</b>	Give complete address with City, State and PIN Code.  <u>Address Proof to be submitted:</u> Please submit copy of any one of the following: <ul style="list-style-type: none"><li>• Passport or</li><li>• Aadhar Card wherein first 8 digits of your Aadhar number should be masked or</li><li>• Utility Bills (not older than 3 months)</li><li>• Any other address proof.</li></ul>
<b>Mobile No.</b>	If you are an Indian Resident, please mention 10 digit mobile number. If you are a Non-Resident, please mention your mobile number along with country code. We also suggest mentioning the country name in brackets for ease of registration.
<b>E-mail ID</b>	We suggest you add an active e-mail so as to receive all communications from the Company on time.
<b>Bank Account Details of First / Sole shareholder</b>	This is a mandatory requirement. Please ensure to provide all details i.e. Bank Name, Branch, Account number, Account type, 9 digit MICR number and 11 Digit IFSC code.  This would be beneficial for the shareholder for receiving any payment in case company takes any corporate actions like dividend, buy back, etc.  For updating Bank details, please enclose: <ul style="list-style-type: none"><li>• Original cancelled cheque of first /sole holder; or</li><li>• A copy of bank passbook / statement attested by the Bank.</li></ul>

<b>Nomination</b>	<p>Nominations can be updated or modified by submitting Form SH 13- Nomination Form.</p> <p>If you do not want to provide nomination, you may simply select the Nomination Opt-out in the form and submit the form as attachment.</p>
<b>PAN</b>	<p>Please ensure a valid PAN number is mentioned for all shareholders i.e. first shareholder along with joint shareholders.</p> <p><b><u>Attachment:</u></b> Please submit a PAN card copy. If PAN is given for more than one shareholder, then PAN card copy of all shareholders should be submitted.</p>
<b>Signature</b>	<p>All shareholders i.e. the first shareholder along with joint shareholders must sign the form.</p> <p>The shareholder may get his or her signature changed or updated by providing a Bankers confirmation of signature of the shareholder.</p> <p>Format of Bankers confirmation for signature is uploaded in the Investors section of the website. You may use the same for getting your signature attested from the Bank.</p>
<b>Date and Place</b>	<p>Ensure to mention the date and place of signing of the form.</p>

4. **Mode of submission:**

The duly filled in and signed form along with all enclosures can be submitted by any of the following means:

- a. Sending the duly signed form along with relevant documents in physical to the Share Transfer Agents of Nayara Energy Limited at:

***MUFG Intime India Pvt Ltd***  
***(formerly known as Link Intime India Pvt Ltd),***  
***Unit: Nayara Energy Limited***  
***C101, 247 Park, L.B.S. Marg,***  
***Vikhroli (West), Mumbai – 400 083;***

Or

- b. scanning and sending the duly signed form along with the enclosures by email to [Nayara.kyc@linkintime.co.in](mailto:Nayara.kyc@linkintime.co.in);

Or

- c. by uploading the documents at dedicated website of M/s MUFG Intime India Private Limited (Formerly known as Link Intime India Pvt. Ltd., Share Transfer Agents at [www.linkintime.co.in](http://www.linkintime.co.in)):
- Go to the "Investor Services" section and select "Service Request" from the list displayed.
  - Website will request you for your e-mail id and carry out an OTP validation.
  - Thereafter, on the Service Request Page under EQUITY, please select following:
    - Client name: "Nayara Energy Limited",
    - Fill in your folio details and Mobile no.,
    - Select Request Type: "KYC Details",
    - Upload duly filled in form with other documents and submit.

In case you need any support / clarifications, please send email to [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in) or call at 8108116767.

**The format of Bankers confirmation and Form SH 13 – Nomination form can be downloaded from "Shareholders Resources" under the Investors Section on the website of the Company at [www.nayaraenergy.com](http://www.nayaraenergy.com)**