

Dear Shareholder(s),

Sub: Common and simplified norms for processing investor's service request by RTA and norms for furnishing PAN KYC details and Nomination

Please take note that Securities & Exchange Board of India (SEBI) vide its circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 read with clarification circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021 has notified simplified norms for processing investors service request by Registrar and Transfer Agent ('RTA') and mandatory furnishing of Permanent Account Number ('PAN'), KYC details and Nomination by holders of physical securities.

In this connection, following forms have been notified by SEBI –

1. Form ISR-1 (Request for registering PAN, KYC details or changes / up-dation thereof)
2. Form ISR- 2 (Confirmation of Signature of securities holder by the Banker)
3. Form ISR-3 (Declaration for opt-out)

Furthermore, Form(s) SH-13 and SH-14 are already available for registration and change in nomination, respectively.

Formats of all such forms can be downloaded from Company website <https://www.internationaltravelhouse.in/general-information.aspx> .

The shareholder(s) may kindly note that it has now been made mandatory for those holding shares in physical/certificate form to furnish PAN, KYC (including contact details, bank account details and specimen signatures) and nomination details.

As per SEBI directions, unless the shareholders furnish the above details by March 31, 2023, their folios will be frozen by the RTA. Also note that w.e.f. January 1, 2022, the RTA shall not process any service requests or complaints received from the holder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received.

Therefore, in order to avoid freezing of his/her folios, the shareholders are requested to comply with the following procedure:

- First link PAN with Aadhar to ensure the validity of your PAN and thereafter update this valid PAN with RTA by submitting the Form ISR-1.
- Update your KYC details (in Form ISR-1) and Nomination details (in Form SH-13) with RTA.
- Declaration to Opt-out: In case any of the shareholder(s), do not wish to nominate any person(s) in the event of his/her death, he/she shall file Declaration to Opt-out', in Form ISR-3 with RTA.

- Submit SH-14 to change/cancel the nomination - In case of cancellation of nomination by the holder(s) through Form SH- 14 be provided to RTA.
- In case you wish to change your signatures in the Folio, then send the banker confirmation by filing form ISR-2 with RTA.

Please provide your Email Id and Phone No. to the RTA for records as well as for receiving communications by Electronic means.

If you have already updated all the information stated above with Company/RTA, kindly ignore this correspondence.

Please find below the contact details of the RTA to enable you to submit your PAN/KYC/Nomination/Bank details:

M/s. MCS Share Transfer Agents Limited  
Unit: International Travel House Limited  
F-65, 1st Floor, Okhla Industrial Area, Phase 1,  
New Delhi - 110020  
Email Id: [admin@mcsregistrars.com](mailto:admin@mcsregistrars.com)  
Phone No. 011-4140 6149/ 6150 / 6151 / 6152

In case of any query, you may contact us at [Investor\\_TH@ith.co.in](mailto:Investor_TH@ith.co.in).

**For International Travel House Limited**

**Meetu Gulati**  
**Company Secretary and Compliance Officer**