

Date: 11/03/2022

To the Shareholders of VIKALP SECURITIES LIMITED holding shares in physical form :

Sub.: Furnish / Update KYC pursuant to SEBI Circular no. SEBI/HO/MIRSD/ MIRSD_RTAMB /P/ CIR/2021/655 read with SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687

Dear Shareholder,

As mandated by above mentioned Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR2021/P/2021/655 dated Nov 03, 2021 and Circular No. SEBI/ HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated Dec 14, 2021, every physical shareholder is required to update their KYC with the Company and furnishing / update PAN, KYC details and Nomination. It has been observed that your details are not in compliance of said circulars. Accordingly, you are hereby requested to please furnish/ register / Change in / Update: a) PAN, b) Nominee, c) Contact details (postal address, Mobile number & E-mail), d) Bank details and e) Specimen Signatures.

It is also informed that any outstanding payment including dividend, can only be processed once above mentioned documents/requirements are submitted to RTA.

Further SEBI has instructed RTAs not to process any service requests or complaints received from such holder (s)/ claimant (s) till PAN, KYC and Nomination documents/details are received/updated.

Therefore you are requested to provide following documents to update your KYC in the records of the Company:

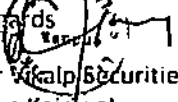
- 1) Nomination (Form SH-13)/ Declaration to Opt-out in (Form ISR-3) or Change in nominee (Form SH-14);
- 2) Request for registering PAN, KYC details or changes / updation thereof (Form ISR-1) (Copy of Pan, address proof and Bank details are required to be attached) and
- 3) Confirmation of signature of securities holder by the Banker (Form ISR-2)

Formats of the above documents are enclosed for your necessary action. These forms are also available at the websites of Registrar i.e. www.skylinerta.com.

You are requested to furnish/update the above information to the Registrar & Transfer Agent of the Company i.e. Skyline Financial Services Private Limited at email address: sparmar@skyllnerta.com and/or parveen@skyllnerta.com or send/post your communication to the address at

Skyline Financial Services Private Limited
D 153/A, 1st Floor, Okhla Industrial Area, Phase-I,
New Delhi-110020.

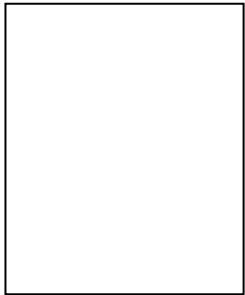
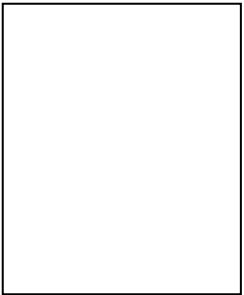
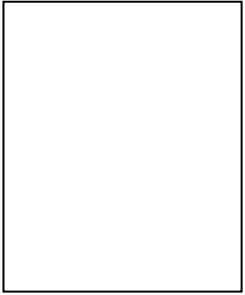



Your prompt response is solicited, thanking you.

Regards

For Vikalp Securities Limited
Arun Kejriwal
DIN:-00687890
(Managing Director)
Encl.: As above

Form ISR – 3

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch		
2. Bank contact details Postal Address Phone number E-mail address		
3. Bank Account number		
4. Account opening date		
5. Account holder(s) name(s)	1) 2) 3)	
6. Latest photograph of the account holder(s)		
1 st Holder	2 nd Holder	3 rd Holder
		
7. Account holder(s) details as per Bank Records		
a) Address		
b) Phone number		
c) Email address		
d) Signature(s)		
1) 	2) 	3) 
Seal of the Bank	Signature verified as recorded with the Bank	
	(Signature)	
Place:	Name of the Bank Manager	
	Employee Code	
Date:	E-mail address	

Form ISR – 4

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

[Under Section 72 read with Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Name of the Company : **VIKALP SECURITIES LIMITED**

Registered Address of the Company : **25/38, Karachi Khana, Kanpur, U.P.-208001**

I / wethe holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s)

Signature(s)Sole / First Holder Name

Second Holder Name

Third Holder Name

Name and Address of Witness	Signature

Form ISR-4

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests (for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: ___ / ___ / ___

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick ✓ as relevant, refer to the instructions):

- Demat Account No. (If available):
Provide Client Master List (CML) of your Demat Account from the Depository Participant*
- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick ✓ relevant box)

- | | |
|---|---|
| <input type="checkbox"/> Issue of Duplicate certificate
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate
<input type="checkbox"/> Sub-division / Splitting of securities certificate
<input type="checkbox"/> Consolidation of Securities certificate
<input type="checkbox"/> Transposition (Mention the new order of holders here) | <input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Endorsement
<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Transmission |
|---|---|

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. Duplicate securities certificate
- II. Claim from Unclaimed Suspense Account

Securities claimed		(in numbers) (in words)
--------------------	--	----------------------------

- III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. Endorsement

V. Sub-division / Splitting of securities certificate

VI. Consolidation of securities certificate/Folios

VII. Transmission

VIII. Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature			
Name			
Full address			
PIN			

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

Form No. SH-7
Nomination Form

[Pursuant to Section 72 of the Companies Act, 2013 and rule 19(1) of the Companies (Share Capital and Debentures) Rules, 2014]

To

Name of the Company : **VIKALP SECURITIES LIMITED**
Registered Address of the Company : **25/38, Karachi Khana, Kanpur, U.P.-208001**

I/We.....the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following person in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) PARTICULARS OF NOMINEE/S

- (a) Name : _____
- (b) Date of Birth: _____
- (c) Father's/Mother's/Spouse's name: _____
- (d) Occupation: _____
- (e) Nationality: _____
- (f) Address: _____
- (g) E-mail id: _____
- (h) Relationship with the security holder: _____

(3) IN CASE NOMINEE IS A MINOR --

- (a) Date of birth: _____
- (b) Date of attaining majority: _____
- (c) Name of guardian: _____
- (d) Address of guardian: _____

Name & Address of Security holder(s)	Name & Address of witness:
Name:	Name:
Address:	Address:
Signature:	Signature:

Form No. SH-8

Cancellation or Variation of Nomination

[Pursuant to Section 72(3) of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules, 2014]

Name of the company: **VIKALP SECURITIES LIMITED**

I/We hereby cancel the nomination(s) made by me/us in favor of
..... (name and address of the nominee) in respect of the
below mentioned securities.

or

I/We hereby nominate the following person in place of as
nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name :
- ii. Date of Birth :
- iii. Father's/Mother's/Spouse's Name :
- iv. Nationality :
- v. Address :
- vi. E-mail id :
- vii. Relationship with the Security holder :

(b) IN CASE NEW NOMINEE IS A MINOR-

- i. Date of Birth :
- ii. Date of attaining majority :
- iii. Name of guardian :
- iv. Address of guardian :

Signature

Name of the Security Holder (s)

Witness with name and address