



CIN: L72300DL1977PLC008782

## ***International Data Management Ltd.***

Registered Office : 806, Siddhartha, 96, Nehru Place, New Delhi - 110019,  
Tel. : 011-26444812

Email: [idsmcomplianceofficer@gmail.com](mailto:idsmcomplianceofficer@gmail.com)

[www.idmlimited.in](http://www.idmlimited.in)

20<sup>th</sup> September, 2024

BSE Limited  
Phirojze Jeejeebhoy Towers  
27<sup>th</sup> Floor, Dalal Street  
Mumbai - 400 001

**Sub: Intimation under Regulation 30 of the Securities Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015**

Dear Sir,

We wish to inform that in compliance with the SEBI Master Circular no. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024, the Company has initiated the process to intimate the identified Shareholders urging them to furnish their PAN, KYC and Nomination details for updation to the Registrar and Transfer Agent of the Company (RTA) i.e. Skyline Financial Services Private Limited. Specimen copy of the intimation letter being dispatched to the identified shareholders is enclosed herewith.

Kindly take the above information on record.

Thanking You,

Yours faithfully,

For **International Data Management Limited**

Pradeep Tahiliani  
**Company Secretary & Compliance Officer**  
**ACS18570**

Enclosed as above



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SPECIMEN COPY

Dear Shareholder,

**Sub: Reminder to update KYC details pursuant to SEBI Circular bearing nos. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 & SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023 (now rescinded due to issuance of Master Circular dated May 07, 2024)**

With reference to the captioned subject, we wish to draw your kind attention to SEBI Master Circular dated May 07, 2024 which has mandated that the security holders (holding shares in physical form) are required to update all the KYC details i.e. any of the details viz., PAN; Choice of Nomination; Contact Details; Mobile Number, Bank Account Details and specimen signature.

The security holder(s), whose folio(s) do not have all the above details updated, shall be eligible:

- to lodge grievance or avail any service request like issue of duplicate shares, claim from unclaimed suspense account, replacement/renewal/exchange of securities certificates, endorsement, sub-division/splitting of securities certificates, consolidation of securities certificates/folios, transmission and transposition from the RTA **only after furnishing PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature.**
- **for any payment including dividend, interest or redemption in respect of such folios shall be paid only through electronic mode to such security holders with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.**

Further as required by Central Board of Direct Taxes (CBDT), holders of physical securities are requested to link their PAN and Aadhaar as specified by CBDT, if not linked earlier. Shareholders holding shares in physical form are requested to kindly convert shares from physical form to demat form at the earliest possible as SEBI has also mandated that transfer of securities held in physical mode shall not be processed unless the same are held in dematerialized mode.

In case of any further query, you may also refer the FAQ's issued by SEBI by accessing the link: [https://www.sebi.gov.in/sebi\\_data/faqfiles/jan-2024/1704433843359.pdf](https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf) (FAQ No. 38 & 39).

**Further vide SEBI Circular Dated June 10, 2024, the following has been decided for existing investors/ unitholders:**

- a. Non-submission of 'choice of nomination' shall not result in freezing of Demat Accounts as well as Mutual Fund Folios.
- b. Securityholders holding securities in physical form shall be eligible for receipt of any payment including dividend, interest or redemption payment as well as to lodge grievance or avail any service request from the RTA even if 'choice of nomination' is not submitted by these securityholders
- c. Payments including dividend, interest or redemption payment withheld presently by the Listed Companies/RTAs, only for want of 'choice of nomination' shall be processed accordingly.



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**For the purpose of updation of KYC details against your folio, you are requested to send the details in formats specified below along with the supporting documents:**

- a. Form ISR-1 duly filled in along with self-attested supporting documents for updation of KYC details.
- b. Form ISR-2 duly filled in with banker attestation of signature along with Original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement.
- c. Form SH-13 for updation of Nomination for the aforesaid folio OR ISR-3.
- d. If you want to change/cancel the existing nomination, then submit (a) Form SH-14 for change in the nomination details; (b) Form SH-14 and Declaration to Opt-out in Form ISR-3 for cancellation of existing nomination.

Investors can download the abovementioned forms which are also uploaded on the website of the Company i.e. <https://idmlimited.in/> under Other Disclosures Tab and on the website of RTA of the Company i.e. Skyline Financial Services Private Limited at <https://www.skylinerta.com> under Downloads Tab. Please forward the duly executed KYC documents in any of the following modes to our RTA, M/s. Skyline Financial Services Private Limited (Unit: International Data Management Limited), D-153 A, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase - I, New Delhi -110 020:

- a. Through hard copies which should be self-attested and dated. **OR**
- b. Through electronic mode, provided that they are sent through the E-mail ID of the holder registered with RTA, and all documents should be electronically/digitally signed by the Shareholder and in the case of joint holders, by the first joint holder. **OR**
- c. Through 'In Person Verification' (IPV), the authorized person of the RTA shall verify the original documents furnished by the investor and retain copy (ies) with IPV stamping with date and initials.

Please treat this as our specific intimation for the updation of KYC details as mandated vide SEBI Master Circular dated May 07, 2024.

Thanking you,  
**For International Data Management Limited**

**Pradeep Tahiliani**  
Company Secretary