

31st December, 2021

The General Manager-Department of
Corporate Services,
BSE Limited,
Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai - 400 001.

Scrip Code : 532720

The Manager-Listing Department,
National Stock Exchange of India Limited,
"Exchange Plaza", 5th Floor,
Plot No.C/1, G Block,
Bandra-Kurla Complex,
Bandra (East), Mumbai - 400 051.

Scrip Code : M&MFIN

Dear Sirs,

Sub: Communication to Security holders holding Securities in Physical Mode

Ref: SEBI Circular dated 3rd November, 2021 read with Circular dated 14th December, 2021 regarding "Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination"

The Securities and Exchange Board of India (SEBI) has vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/655 dated 3rd November, 2021 read with clarificatory Circular No. SEBI/HO/MIRSD/ MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021, introduced **Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination"**.

In this regard, and in compliance with said Circulars, please find enclosed herewith an email communication which has been sent to all the Shareholders/Debenture holders holding Shares/Debentures in physical form and whose email addresses are registered with the Company/Registrar & Transfer Agents (RTA)/ Depository Participants, indicating the process and documentation required for updation of their KYC, details of Bank Account, Demat account and Nomination with the RTA, viz. KFin Technologies Private Limited. Further, the aforesaid intimation is also being sent vide physical mode to the concerned security holders, whose email addresses are not registered with the Company/RTA/Depository Participants.



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The Company has also uploaded the following Forms as stipulated in the Circulars (in pdf and word format) on its website at the link:
<https://www.mahindrafinance.com/investor-zone/investor-information>

- i) ISR-1 (Investor Service Request),
- ii) ISR-2 (Confirmation of Signature),
- iii) ISR-3 (Opting-out of Nomination)
- iv) SH-13 (Nomination Form) and SH-14 (Cancellation or Variation of Nomination).

This intimation is also being uploaded on the Company's website at <https://www.mahindrafinance.com>.

We request you to take the above information on record.

Thanking you,

Yours Faithfully,
Mahindra & Mahindra Financial Services Limited

Arnavaz

Arnavaz M. Pardiwalla
Company Secretary & Compliance Officer



Encl: a/a

Mahindra FINANCE

MAHINDRA & MAHINDRA FINANCIAL SERVICES LIMITED

CIN: L65921MH1991PLC059642

Regd. Office: Gateway Building, Apollo Bunder, Mumbai - 400 001.

Corporate Office: Mahindra Towers, Worli, Mumbai - 400 018.

Tel No.: +91 22 66526000 | Fax : +91 22 24984170

Website: www.mahindrafinance.com | Email: investorhelpline_mmfsi@mahindra.com

Reference No: 1

December 30, 2021



Dear Shareholder,

Sub.: Furnishing of PAN, KYC details and Nomination by holders of physical Securities

Ref.: SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021

Seasons Greetings from Mahindra Finance! We hope this communicate finds you and your family in safe and good health.

We wish to inform you that the Securities and Exchange Board of India (SEBI) has vide the captioned Circular dated November 3, 2021, mandated:

- furnishing of PAN, email address, mobile number, bank account details, specimen signature and nomination by holders of physical securities;
- any service request shall be entertained only upon registration of the PAN, Bank Account details and Nomination; and
- to ensure that your PAN is linked to Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

We observe from our records that you have not furnished some of the mandatory documents/details against your holding. We request you to furnish the documents/details, as per the table given below, to our **Registrar & Transfer Agents (RTA), M/s. KFin Technologies Private Limited, immediately on receipt of this letter.**

Documents/Information sought:

Sr. No.	Particulars	Status as per records	Please furnish details in
1	PAN		Form No. ISR-1 (Form enclosed)
2	Address		
3	Email address		
4	Mobile Number		
5	Demat Account details		
6	Bank Account details		
7	Nomination details		Form No. SH-13 (Form enclosed)
8	Declaration to opt out of nomination	In case of opting out	Form No. ISR-3 Form No. SH-14 (Forms enclosed)

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Modes for submission of Documents/Information		
Through <u>any one</u> of the following modes:		
Through 'In Person Verification' (IPV)	Physical / Hard copy	Through Electronic Mode with e-sign
The original documents can be submitted by the investor in person at RTA's office which shall be verified by the authorised person of the RTA and retaining copy(ies) with IPV stamping with date and initials.	By furnishing original / photocopy(ies) of the relevant document(s) duly self-attested with date.	In case the email address is already registered with RTA, the Shareholder(s) may send the scanned copies of their KYC documents/service requests with e-sign at RTA's email-id einward.ris@kfintech.com with the subject line: MMFSL_KYC updation – Equity Shares. Or Upload KYC documents with e-sign on RTA's website at the link: https://ris.kfintech.com/clientservices/diy/
RTA's Office: KFin Technologies Private Limited Unit: Mahindra & Mahindra Financial Services Limited Plot No. 31 & 32, Selenium Building, Tower B, Financial District, Nanakramguda, Gachibowli, Hyderabad, Telangana – 500 032. Toll Free No. 1800-309-4001		

The aforesaid forms can be downloaded from the website of the **Company under the Investor Information Section: <https://www.mahindrafinance.com/investor-zone/investor-information>** and website of the RTA at the link: <https://ris.kfintech.com/clientservices/isc/default.aspx#isc> download hrd

Freezing of Folios without PAN, KYC details and Nomination:

- Folios wherein any one of the aforesaid documents/details are not available **on or after April 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and shall not be eligible for receipt of dividend in physical mode.
- After December 31, 2025**, the frozen folios shall be referred by the RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

Thanking you,

Yours faithfully,

For **Mahindra & Mahindra Financial Services Limited**

Sd/-

Arnavaz M. Pardiwalla
Company Secretary & Compliance Officer

This communication is computer generated and hence does not require signature.

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MAHINDRA & MAHINDRA FINANCIAL SERVICES LIMITED

CIN: L65921MH1991PLC059642

Regd. Office: Gateway Building, Apollo Bunder, Mumbai - 400 001.

Corporate Office: Mahindra Towers, Worli, Mumbai - 400 018.

Tel No.: +91 22 66526000 | Fax : +91 22 24984170

Website: www.mahindrafinance.com | Email: investorhelpline_mmfsi@mahindra.com

Reference No: 1

December 30, 2021



Dear Debenture holder,

Sub.: Furnishing of PAN, KYC details and Nomination by holders of physical Securities

Ref.: SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021

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- b. **any service request shall be entertained only upon registration of the PAN, Bank Account details and Nomination; and**
- c. **to ensure that your PAN is linked to Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.**

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Modes for submission of Documents/Information

Through any one of the following modes:

Through Person Verification' (IPV)	Physical / Hard copy	Through Electronic Mode with e-sign
The original documents can be submitted by the investor in person at RTA's office which shall be verified by the authorised person of the RTA and retaining copy(ies) with IPV stamping with date and initials.	By furnishing original / photocopy(ies) of the relevant document(s) duly self-attested with date.	In case the email address is already registered with RTA, the Debentureholder(s) may send the scanned copies of their KYC documents/service requests with e-sign at RTA's email-id einward.ris@kfintech.com with the subject line: MMFSL_KYC updation – Debentures. Or Upload KYC documents with e-sign on RTA's website at the link: https://ris.kfintech.com/clientservices/diy/

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RTA's Office: KFin Technologies Private Limited
Unit: Mahindra & Mahindra Financial Services Limited
Plot No. 31 & 32, Selenium Building,
Tower B, Financial District,
Nanakramguda, Gachibowli,
Hyderabad, Telangana – 500 032.
Toll Free No. 1800-309-4001

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Arnavaz M. Pardiwalla
Company Secretary & Compliance Officer

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