

Dear Shareholder,

Date : 27th August 2025

Sub : Reminder for mandatory furnishing of KYC Details and Nomination for Holders of Physical Securities

In compliance with SEBI Master Circular SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 dated June 23, 2025 and SEBI Circular No. SEBI/HO/ MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024, it is mandatory for all Holders of Physical Securities to furnish the following details for their respective folio numbers: PAN, choice of nomination, contact details (postal address with PIN code and mobile number), bank account details, and specimen signature.

Upon reviewing our records, we note that you have not yet furnished the mandatory documents/details against your holdings.

Please note that you will be eligible to lodge any grievances or avail any service request from the Registrar and Share Transfer Agent (RTA) or will be eligible to receive any payment including dividend in respect of such folios only through electronic mode, upon completion of the above-said KYC compliances.

For the purpose of updation of KYC details in your folio, kindly submit the following forms along with the supporting documents:

S. No.	Form	Purpose
1	Form ISR-1	Request for registering PAN, KYC details or changes / updation thereof.
2	Form ISR-2	Confirmation of Signature of securities holder by the Banker
3	Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities (if any)
4	Form No. SH-13	Nomination Form
5	Form No. SH-14	Cancellation or Variation of Nomination (if any)

Please note that Forms ISR-1 and ISR-2 are mandatory and either of ISR-3 or SH-13 or SH-14 be filled as per your choice.

The modes of submission of documents to the Company/RTA are any one of the following:

- 1) In Person Verification (IPV): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
- 2) In hard copy: by furnishing self-attested photo copy(ies) of the relevant document, with date
- 3) Through e-mail address already registered with the RTA, **with e-sign of scanned copies of documents**
- 4) Service portal of the RTA **with e-sign with scanned copies of documents**, if the RTA is providing such facility

Explanation: E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empanelled e Sign Service Provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

In view of the above, you are advised to submit the aforesaid documents/forms/details to the Company or its Registrar and Transfer Agent (RTA) at the earliest, at the following address:

Company	Registrar and Share Transfer Agent (RTA)
The Company Secretary, TOPLIGHT COMMERCIALS LIMITED 7A, Bentinck Street, 1 st Floor, Room No. 105, Kolkata – 700 001 Tel : (033) 2248 4400 / 7676 E-mail : toplightkol@gmail.com Website : www.toplightltd.com	Niche Technologies Private Limited (Unit: Toplight Commercial Limited) 3A, Auckland Place, 7 th Floor, Room No. 7A & 7B, Kolkata-700017 Tel: 033-22806616/6617/6618; 98306 59635 Fax: 033-22806619 E-mail: nichetechpl@nicetechpl.com Website: www.nichetechpl.com

All the above mentioned forms are available on the website of the Company at www.toplightltd.com and the RTA at <https://nichetechpl.com/downloads/>.

Place: Kolkata

Yours truly,
For Toplight Commercial Limited
Sd/-
(Ajit Jain)
Company Secretary
M. No.: ACS-61791