



International Travel House Limited

CIN: L63040DL1981PLC011941

Registered Office: Travel House, T - 2, Community Centre, Sheikh Sarai, Phase - 1,
New Delhi - 110 017 **Tel:** + 91 11 26017808

E-mail: Investor_TH@ith.co.in **Website:** <https://www.internationaltravelhouse.in>

Dear Shareholder(s),

Sub: Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination

Please take note that the Securities and Exchange Board of India ('SEBI') vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of its earlier Circular Nos. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 and SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 3rd November, 2021 and 14th December, 2021, respectively, has made it mandatory for the shareholders holding securities in physical form to furnish PAN, KYC details and Nomination to the Registrar and Share Transfer Agent ('RTA').

All holders of physical securities of the Company are mandatorily required to furnish the following documents / details to the RTA of the Company i.e. MCS Share Transfer Agent Limited ('MCS'):

01. PAN;
02. Nomination details;
03. Contact details (postal address with PIN, Mobile Number and E-mail address);
04. Bank Account details (Bank name and branch, bank account number, MICR, IFSC Code); and
05. Specimen Signature through Form ISR-2.

Since the aforesaid details with respect to the physical share(s) held by you in the Company are not available currently in the database of MCS, we request you to kindly furnish the same through **Form ISR-1**, alongwith the necessary attachments / documents as stated in the Form itself.

Further, for appointing a nominee you are requested to furnish **Form SH-13**. In case you do not wish to nominate any person with respect to the physical share(s) held by you then, please furnish the **Form ISR -3**. Also, if you wish to cancel / change nomination at a later date with respect to the physical share(s) held by you then, please furnish **Form SH-14**.

Formats of all such forms can be downloaded from Company website <https://www.internationaltravelhouse.in/general-information.aspx> under 'Shareholders Communication - Norms for furnishing PAN, KYC Details and Nomination'.

Please note that the PAN to be furnished by you **should be linked with Aadhaar**. In case the same is not so linked you are requested to do the same by June 30, 2023. In the event such linkage is not done within the specified date, then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which no PAN has been furnished.

In case the aforesaid details are not furnished, then your folio will be frozen by MCS on and after 1st October, 2023. Such frozen securities shall be referred by MCS or the Company to the administering

authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, if it continues to remain frozen as on December 31, 2025.

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

Please find below the contact details of the MCS 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
Phone No. 011-4140 6149/ 6150 / 6151 / 6152

In case of any query, you may contact MCS at the above mentioned address or contact us at Investor_TH@ith.co.in.

Thanking you,

Yours faithfully,
For International Travel House Limited

Meetu Gulati
Company Secretary and Compliance Officer