

Date: 31.12.2021

To Corporate Relationship Department BSE Limited 1st Floor, Rotunda Building P.J Towers, Dalal Street, Mumbai-400 001.	To National Stock Exchange of India Limited Exchange Plaza, 5th Floor, Plot No. C/1, G Block, Bandra Kurla Complex, Bandra (E) Mumbai- 400 051.
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Subject: Intimation to Shareholders holding Shares in Physical Mode.

Scrp Code: BSE-541700/ Stock Symbol: NSE TCNSBRANDS

Dear Sir/Madam,

Pursuant to Regulation 30 and Part A of Schedule III of SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015, please find enclosed herewith a copy of the letter sent to the Shareholders holding shares in physical mode in compliance with the SEBI Circular No. SEBI/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021.

The Company has informed the physical Shareholders to furnish their PAN, KYC and Nomination details to the Registrar and Transfer Agent of the Company i.e. KFin Technologies Private Limited.

We request you to kindly take the above information on record.

For and on behalf of TCNS Clothing Co. Limited



Piyush Asija

Company Secretary and Compliance Officer

M. No.: A21328

Date: 31.12.2021

Place: New Delhi



TCNS Clothing Co. Limited

119 & 127, W-HOUSE, NEELGAGAN TOWER, MANDI ROAD, SULTANPUR, MEHRAULI, NEW DELHI-110030, INDIA
PH: 011-42193193, Fax: 011-42193194, E-mail: corporatecommunications@tcnsclothing.com, www.wforwoman.com, www.shopforaurelia.com
REGD. OFFICE: 119, W-HOUSE, NEELGAGAN TOWER, MANDI ROAD, SULTANPUR, MEHRAULI, NEW DELHI- 110030
CIN- L99999DL1997PLC090978

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 TCNS Clothing! 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:

- a. **furnishing of PAN, email address, mobile number, bank account details, specimen signature and nomination by holders of physical securities;**
- 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.**

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.**



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Documents/Information sought:

Sr. No.	Particulars	Status as per records	Document/ information required	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 nomination	In case of opting out		Form No. ISR-3 Form No. SH-14 (Forms enclosed)

Modes for submission of Documents/InformationThrough any one 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	By furnishing original / photocopy(ies) of the relevant document(s) duly self-attested with date to below RTA address	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: TCNSBRANDS_KYC updation – shareholders. Or Upload KYC documents with e-sign on

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retaining copy(ies) with IPV stamping with date and initials.		RTA's website at the link: https://ris.kfintech.com/clientservices/diy/ Or You may directly e-mail this to company on investors@tcnsclothing.com
<p style="text-align: center;">RTA address:</p> <p style="text-align: center;">KFin Technologies Private Limited Unit: TCNS Clothing Co. Limited Plot No. 31 & 32, Selenium Building, Tower B, Financial District, Nanakramguda, Gachibowli, Hyderabad, Telangana – 500 032. Toll Free No. 1800-309-4001</p>		

The aforesaid forms can be downloaded from the website of the **Company under the Investor relations section:** <https://wforwoman.com/content/report/form-sh-14> 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:

- a. 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.
- b. **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 **TCNS Clothing Co. Limited**

sd/-
Piyush Asija
Company Secretary & Compliance Officer
M. No. A21328

Date: 30-12-2021
Place: New Delhi



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Form ISR – 1

(see 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)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: ___/___/___

A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Postal Address
<input type="checkbox"/> Bank details	<input type="checkbox"/> E-mail address
<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile number
Demat Account details	

B. Security Details:

Name of the Issuer Company	TCNS CLOTHING CO. LIMITED	Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of securities		
Distinctive number of securities	From	To

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document / Information / Details	Instruction / Remark
1		PAN of (all) the (joint) holder(s)	
		PAN Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4

2	Demat Account Number	Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3	Proof of Address of the first holder	Provide any one of the documents, only if there is change in the address; <ul style="list-style-type: none"> • Client Master List (CML) of your Demat Account, provided by the Depository Participant • Valid Passport/ Ration Card/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. • Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. • Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. • For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. • The proof of address in the name of the spouse
4	Bank details	Provide the copy of the bank statement with details of bank name, branch, account number and IFS Code or copy of cheque leaf. Alternatively, Bank details available in the CML will be updated in the folio.
5	E-mail address	_____ <p>Alternatively the e-mail address available in the CML will be updated in the folio</p>
6	Mobile	_____ <p>Alternatively the mobile number available in the CML will be updated in the folio</p>
7	Specimen Signature	<ul style="list-style-type: none"> • Provide banker's attestation of the signature of the holder(s) as per Form ISR - 2 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021) and • Original cancelled cheque
8	Nomination**	<ul style="list-style-type: none"> • Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR-3, in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 • Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 • Cancellation of Existing Nomination: Please use Form SH-14 and Form ISR - 3

* or any date as may be specified by the CBDT

** Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR - 3**), has to furnished by the holder(s) separately for each listed company.

Mode of submission of documents to the RTA

Please use any one of the following mode;

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 photocopy(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

Note

- It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).
- Upon receipt or up-dation of bank details, the RTA automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.
- RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.
- RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____, _____, in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full postal address	✓		
PIN	✓		

(Page 4 is for information to investors; print out of the same is not needed.)

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	‘Exemptions/clarifications to PAN’, as provided in clause D to ‘Instructions/Check List for Filing KYC Forms’ in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<ul style="list-style-type: none"> • Banker’s attestation of the signature of the holder(s) as per Form ISR-2 • Original cancelled cheque
4	Mismatch in Name	<p>Furnish any one of the following documents, explaining the difference in names;</p> <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license • PAN card with photograph • Identity card / document with applicant’s Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions • Marriage certificate • Divorce decree
5	Present address of the holder is not matching with the address available in the folio	<p>RTA shall issue intimation to both the old and new addresses. If the letters sent to either the old and or new addresses is / are undelivered or if there is an objection in response to this letter, then provide any one of the following;</p> <ul style="list-style-type: none"> • any one of the documents in row 3 in Table C, reflecting the old address or • Counterfoil of dividend warrant received from the company or • Bank statement showing the credit of previous dividend received <p>The above procedure will be applicable for request for change in address of the holder also</p>

(Page 4 is for information to investors; print out of the same is not required)

Form ISR - 3

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

(see 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)

[Under Section 72 r/w 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 : **TCNS CLOTHING CO. LIMITED**
Registered Address of the Company: 119, New Manglapuri, W House Mandi Road, Sultanpur,
Mehrauli New Delhi 110030

I / we the 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)
Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

Name and Address of Witness	Signature

Form No. SH-13
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,
 TCNS Clothing Co. Limited
 Unit No. 119, New Manglapuri, W House Mandi Road, Sultanpur, Mehrauli New Delhi 110030

I/ We _____
 the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons 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.	
				From	To

2) PARTICULARS OF NOMINEE/S

Name:	Date of Birth: ___ / ___ / ___
Father's/ Mother's/ Spouse's name:	Occupation: Nationality:
Address: _____	
Pin code _____	
E-mail id: _____	Phone No : _____
Relationship with the security holder: _____	

3) IN CASE NOMINEE IS A MINOR

Date of birth: ___ / ___ / ___	Date of attaining Majority: ___ / ___ / ___	Name of guardian:
Address of guardian: _____		
Pin code _____		

4) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY

Name:	Date of Birth: ___ / ___ / ___
Father's/ Mother's/ Spouse's name:	Occupation:
Nationality:	Phone No.:
Address: _____	
Pin code _____	
E-mail id: _____	Relationship with the security holder: _____
Relationship with the Minor Nominee: _____	

Name: _____		
Address: _____		
Name of the Security Holder(s)	Signature	
1.		
2.		
3.		
Witness with Name and Address		Signature of Witness with date
Address: _____		

Pin code _____		
Place:	Date: ___ / ___ / ___	

Please fill this Nomination form in Duplicate after carefully reading the instructions given below:

1. The Nomination can be made by individuals only holding shares singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership firm, Karta of Hindu Undivided Family (HUF) and Power of Attorney holder cannot nominate.
2. The nominee shall not be a Trust, Society, Body Corporate, Partnership firm, Karta of HUF and power of attorney holder.
3. The shareholder [s] can nominate a minor as a nominee and in that event the name and address of the guardian shall be provided.
4. The Shareholder(s) shall provide particulars of nominee in the event of death of minor nominee before attaining age of majority.
5. As per section 72 of Companies Act 2013, if the shares are held by more than one person jointly, then the joint holders may together nominate a person to whom all the rights in the shares of the Company shall vest, in the event of death of all the joint holders.
6. If the shares are held jointly, subsequent to the death of anyone of the holders, the shares would not be registered in favour of the nominee but would be transferred in the name of the surviving shareholders.
7. The nomination form filled in “duplicate” should be lodged with the Registrar and Share transfer Agent of the Company, i.e., **M/s. Kfin Technologies Private Limited, Unit: TCNS Clothing Co. Limited**, Karvy Selenium Tower B, Plot 31- 32, Gachibowli, Financial District, Nanakramgunda, Hyderabad - 500 032. The Registrar will return one copy of the nomination form to the shareholder after registering the nomination. The registration number allotted will be furnished to the surviving shareholders.
8. The shareholder[s] can delete or change an earlier nomination by executing Form No. SH-14 (Cancellation or Variation of Nomination form)
9. Nomination stands cancelled whenever the shares in the given folio are transferred/dematerialized. Also in case of change in folio due to consolidation/ transmission a new nomination has to be filed.
10. The nomination made through Form No. SH-13 will be considered valid if the nomination made by the holder[s] of the shares is registered with the company before the death of the security holder[s] of the shares.
11. Kindly note that the nomination being a legal document should be dated by the nominator and the witness should certify that the nominator has signed the form in their presence. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
12. A copy of photo identity proof (like PAN/Passport) of nominee is required.

FOR OFFICE USE ONLY

Nomination Registration No.	Date of Registration	Signature of Employee with Code No.

Form No. SH-14
CANCELLATION OR VARIATION OF NOMINATION
[Pursuant to sub section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the
Companies (Share Capital and Debentures) Rules 2014]

To,
 TCNS Clothing Co. Limited
 Unit No. 119, New Manglapuri, W House Mandi Road, Sultanpur, Mehrauli New Delhi 110030

I/ We _____ hereby
 cancel the nomination(s) made by me/us in favor of _____ residing at _____
 _____ 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.	
				From	To

2) (a) PARTICULARS OF THE NEW NOMINEE

Name: _____	Date of Birth: ___ / ___ / ___
Father's/ Mother's/ Spouse's name: _____	Nationality: _____ Phone No.: _____
Address: _____ _____ Pin code _____	
E-mail id: _____	
Relationship with the security holder: _____	

(b) IN CASE NEW NOMINEE IS A MINOR

Date of birth: ___ / ___ / ___	Date of attaining Majority: ___ / ___ / ___	Name of guardian: _____
Address of guardian: _____ _____ Pin code _____		

3) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY

Name: _____	Date of Birth: ___ / ___ / ___
Father's/ Mother's/ Spouse's name: _____	Occupation: _____
Nationality: _____	Phone No.: _____
Address: _____ _____ Pin code _____	
E-mail id: _____ Relationship with the security holder: _____	
Relationship with the Minor Nominee: _____	
Name of the Security Holder(s)	Signature
1. _____	_____
2. _____	_____
3. _____	_____
Witness with Name and Address	Signature of Witness with date
Address _____ _____ Pin code _____	_____
Place: _____ Date: ___ / ___ / ___	

Please fill this Nomination form in Duplicate after carefully reading the instructions given below:

1. The Nomination made earlier can be cancelled and new nomination can made either singly or jointly. Non- individuals including Society, Trust, Body Corporate, Partnership firm, Karta of Hindu Undivided Family (HUF) and Power of Attorney holder cannot nominate.
2. The nominee shall not be a Trust, Society, Body Corporate, Partnership firm, Karta of HUF and power of attorney holder.
3. The shareholder[s] can nominate a minor as a nominee and in that event the name and address of the guardian shall be provided.
4. The Shareholder(s) shall provide particulars of nominee in the event of death of minor nominee before attaining age of majority.
5. As per sub section (3) of section 72 of Companies Act 2013, if the shares are held by more than one person jointly, the joint holders may together nominate a person to whom all the rights in the securities of the Company shall vest, in the event of death of all the joint holders.
6. If the shares are held jointly, subsequent to the death of anyone of the holders, the shares would not be registered in favour of the nominee but would be transferred in the name of the surviving shareholders.
7. The nomination form filled in “duplicate” should be lodged with the Registrar and Share transfer Agent of the Company, i.e., **M/s. Kfin Technologies Private Limited, Unit: TCNS Clothing Co. Limited**, Karvy Selenium Tower B, Plot 31 - 32, Gachibowli, Financial District, Nanakramgunda, Hyderabad - 500 032. The Registrar will return one copy of the nomination form to the shareholder after registering the nomination. The registration number allotted will be furnished to the surviving shareholders.
8. The shareholder[s] can delete or change an earlier nomination by executing Form No. SH-14 (Cancellation or Variation of Nomination form)
9. Nomination stands cancelled whenever the shares in the given folio are transferred/ dematerialized. Also in case of change in folio due to consolidation/ transmission a new nomination has to be filed.
10. Kindly note that the nomination being a legal document the same should be dated by the nominator and the witness should certify that the nominator has signed the form in their presence. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
11. A copy of photo identity proof (like PAN/Passport) of nominee is required.

FOR OFFICE USE ONLY		
Nomination Registration No.	Date of Registration	Signature of Employee with Code No.