

Date: 29th May, 2023

To,
Listing Department,
National Stock Exchange of India Limited
Exchange Plaza, C-1 Block G,
Bandra Kurla Complex, Bandra (E),
Mumbai-400051.

Scrip Symbol: FOCUS

Series: EQ

Sub: Intimation to holder of Physical Security pursuant to Regulation 30 of SEBI (Listing Obligations & Disclosures Requirements), Regulations, 2015.

Ref: SEBI circular SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023.

Dear Sir/ Ma'am,

In compliance with the Regulation 30 of SEBI (Listing Obligations & Disclosure Requirements), Regulations 2015, please note that the Company has intimated to the concerned Security holder in accordance with the SEBI circular SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023, Circular Nos. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 & SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021, which is incomplete with respect to PAN, KYC Details and Nomination to mandatorily furnish the requisite information in compliance with the SEBI requirements.

In this regard, we would like to inform you that the requisite forms are available on the Company's website at <https://www.focuslightingandfixtures.com/investors/investor-grievance-reports-and-forms/> or RTA at <https://www.bigshareonline.com/Resources.aspx>.
A copy of the said intimation is enclosed herewith.

You are requested to take note of the same.

Thanking you,

For FOCUS LIGHTING AND FIXTURES LIMITED

AMIT VINOD SHETH
MANAGING DIRECTOR
DIN: 01468052



Office No. S6-2, 6th Floor, Pinnacle Business Park, Next to Ahura Centre, Mahakali Caves Road,
Andheri (East) Mumbai – 400093 Tel.: (022) 6263 8200, Fax: (022) 6263 8299

Date:

Name of the Sole / First Holder :

Address :

Second holder :

Third holder :

Folio No. :

Unit :

Equity Share Holding :

**Sub.: Furnishing of PAN, KYC details and Nomination by holders of physical securities
Ref.: Circ. No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023**

Dear Shareholder,

Hope this communicate finds you in safe and good health. We thank you for your continued patronage as a shareholder of the Company.

SEBI has vide the captioned circular dated March 16, 2023, mandated:

- (i) Registering of details like PAN, email address, mobile number, bank account details, Signature and nomination by holders of physical securities; and
- (ii) Folios wherein any one of the above cited document / details are not available **on or after October 01, 2023**, shall be frozen by the Registrars and Transfer Agent of the Company (RTA) and you will not be eligible to lodge grievance or avail service request from the RTA and not eligible for receipt of dividend in physical mode.

We have observed from our records that you have not furnished /updated complete details as mentioned above in point (i). Hence we request you to furnish the details/documents (Form No. ISR-1, ISR-2, ISR-3 & Form No. SH-13 / 14) as applicable to our office address mentioned at the end of this letter.

As required by the Income Tax Authorities, please link your PAN and Aadhaar by **June 30, 2023 as specified by the Central Board of Direct Taxes, (CBDT)** if not linked earlier, to avoid freezing of your folio.

Kindly note that the folios in which PAN is/are not valid as on June 30, 2023 as specified by CBDT, folios shall be frozen by the Company.

Please also note that after December 31, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

You may get in touch with our RTA for any queries or assistance in this regard:

M/s. Bigshare Services Private Limited

Office No. S6-2, 6th Floor, Pinnacle Business Park, Next to Ahura Centre,
Mahakali Caves Road, Andheri (East) Mumbai – 400093

Tel.: (022) 6263 8200/222

(From 10:00 a.m. to 5:00 p.m. on all working days)

Copy of forms (ISR-1, ISR-2, ISR-3, Form SH-14 & Form No. SH-13) are available on below mentioned url.

<https://www.bigshareonline.com/Resources.aspx>

Thanking you,

For Bigshare Services Pvt. Ltd.

Sd/

Authorized Signatory

Encl: as above

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