



India Glycols Limited

CIN: L24111UR1983PLC009097

Regd. Off: A-1, Industrial Area, Bazpur Road, Kashipur-244713, Distt. Udham Singh Nagar (Uttarakhand)

Tel.: +91 5947 269000/269500 Fax: + 91 5947 275315, 269535

Website: www.indiaglycols.com

Email: compliance.officer@indiaglycols.com

24th May, 2024

Dear Shareholder(s),

Sub: Mandatory Furnishing of PAN, KYC Details and Nomination by Shareholders holding shares in physical mode

- This is in furtherance to our letters dated 14th January 2022 and 13th May, 2023. Securities and Exchange Board of India (SEBI) vide its Master Circular Number SEBI/HO/MIRSD/ POD-1/P/CIR/2024/37 dated 7th May, 2024 (in supersession of earlier SEBI Master Circular no. SEBI/HO/MIRSD/POD-1/P/CIR/2023/70 dated 17th May, 2023) has prescribed, inter-alia following norms:-
 - Furnishing of PAN, KYC details** - i.e. Contact details- Postal address with PIN, Mobile Number, E-mail address, Bank account details - i.e. bank and branch name, bank account number, IFS Code etc., **Specimen Signatures** and **Choice of Nomination** by the shareholders holding shares in physical mode.
 - PAN should be linked with Aadhar** by the shareholders holding shares in physical mode.
 - Dividend shall be paid only through electronic mode** after 1st April, 2024.
- Folios wherein the aforesaid details/information are not available after 1st April, 2024, the shareholders of such folios, would not be eligible to receive dividend in physical mode and the dividend would be made only in electronic mode only upon submission of the above-mentioned details/information.
- Accordingly, shareholders holding shares in physical form are requested to provide their PAN, KYC details, Choice of Nomination, if not provided earlier to the RTA at MCS Share Transfer Agent Limited, F-65, 1st Floor, Okhla Industrial Area, Phase I, New Delhi - 110020 or email at helpdeskdelhi@mcsregistrars.com at the earliest in the required forms as given below:-

Sl.No.	Purpose	Form
1.	Request for registering PAN, KYC details or Changes/Updation thereof (only for shares held in physical mode)	Form- ISR-1
2.	Confirmation of Signature of shareholder by the Banker	Form- ISR-2
3.	Nomination form	Form- SH-13
4.	Cancellation*/Variation in nomination	Form- SH-14
5.	Declaration for opting out of Nomination	Form- ISR-3

* In case of cancellation of nomination, the shareholders shall also submit form ISR-3 in addition to form SH-14.

- Shareholders may provide the above documents/details to the RTA for various service requests by way of 'In Person Verification' ("IPV") or post or electronic mode with e-sign.
- Shareholders holding shares in physical form may note that the RTA shall not process any service request or grievances received from the Shareholder(s)/claimants(s) till PAN/KYC/Nomination documents/details are updated in entirety.

All the shareholders holding shares in physical mode are also requested to convert their shares in the Demat form immediately, as transfer of physical shares except for transmission or transposition cases have been stopped w.e.f. 1st April, 2019 as per SEBI guidelines.

For any clarification, you may contact the Company Secretary at Head Office at Plot No. 2-B, Sector-126, Noida-201304, District Gautam Budh Nagar, Uttar Pradesh or E-mail at compliance.officer@indiaglycols.com or to RTA at MCS Share Transfer Agent Ltd., F-65, 1st Floor, Okhla Industrial Area, Phase - I, New Delhi-110020, E-Mail : helpdeskdelhi@mcsregistrars.com.

Yours Sincerely,

For India Glycols Limited

Sd/-

Ankur Jain

Head (Legal) & Company Secretary

Note:- The abovesaid forms and the referred Circular are available on the website of the Company at <https://www.indiaglycols.com/investors/shareholders-communication.htm>. The forms can also be accessed from the RTA's website at www.mcsregistrars.com/downloads.php.

This being a Computer generated letter, No signatures are required.