



India Glycols Limited

CIN: L24111UR1983PLC009097

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

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Website: www.indiaglycols.com

Email: compliance.officer@indiaglycols.com

13th May, 2023

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 letter dated 14th January 2022. As an on-going measure to enhance the ease of doing business for investors in the securities market, Securities and Exchange Board of India (SEBI) vide its Circular Number SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 (in supersession of earlier SEBI Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 and SEBI Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021) 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 **Nomination** by the shareholders holding shares in physical mode.
 - Compulsory linking of PAN and Aadhar** by the shareholders holding shares in physical mode.
 - Freezing of folios** without valid PAN, KYC details and Nomination after 1st October, 2023.
- As per the above circular, holders of shares in physical mode are requested to ensure **linking of their PAN with Aadhar on or before 31st March, 2023** or by any other date as may be specified by Central Board of Direct Taxes ("CBDT"). Presently, **CBDT has extended the date till 30th June, 2023**.
- Folios wherein the aforesaid document/details are not available on or after 1st October, 2023 shall be frozen** by the RTA and **from 1st April, 2024 in case of such frozen folios, the shareholders would not be eligible to receive dividend in physical mode and the dividend would only be processed through electronic mode**. An intimation would be sent by the RTA/Company stating that such payment is due and would be made electronically only upon submission of the above mentioned documents/information.
- In case, the folios remain frozen as on 31st December, 2025, such folios shall be referred** by the MCS Share Transfer Agent Limited ("RTA")/Company **to the administrating authority under the Benami Transactions (Prohibitions) Act, 1988 and/ or Prevention of Money Laundering Act, 2002**.
- Accordingly, shareholders holding shares in physical form are requested to provide their **PAN, KYC details, 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.

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

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 of the Company 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.