



CIN : L74999RJ1938PLC019511

Registered Office : Jaykaypuram, District Sirohi, Rajasthan 307019

Secretarial Office : Gulab Bhawan, 3<sup>rd</sup> Floor (Rear Block), 6A, Bahadur Shah Zafar Marg, New Delhi 110002

Tel. No. : 91- 11-68201862-866-894

E-mail : jklc.investors@jklmail.com; Website : www.jklakshmicement.com

JKLC/Shareholders/KYC/2021

Date : 28<sup>th</sup> December 2021

Dear Shareholder,

**RE: UPDATION OF PAN, KYC, NOMINATION, BANK DETAILS etc.**

1. The Securities and Exchange Board of India, vide its circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 3<sup>rd</sup> November 2021 read with SEBI/HO/MIRSD\_RTAP/CIR/2021/687 dated 14<sup>th</sup> December 2021, has **mandated all shareholders holding shares in physical form in the Company, to furnish following documents/details** (including of joint holders) to MCS Share Transfer Agent Ltd., the Registrar and Share Transfer Agent of the Company (RTA):

S. No.	Details	Document / Information	Forms through which information is to be given (Available on the website of the Company and RTA)
a.	PAN	Copy of PAN Card	ISR-1
b.	Contact Details	Complete address with PIN, Mobile number and E-mail Id	
c.	Bank Account Details	Bank Name, Branch, Bank Account Number and IFSC code.	
d.	Confirmation of signature of security holder by the bank (In case of major mismatch in signature)		ISR-2
e.	Name of Nominee(s)	(i) New Nomination	SH-13
		(ii) Declaration to Opt-out: In case any shareholder does not wish to nominate any person in the event of his/her death, he/she shall file 'Declaration to Opt-out'.	ISR-3
		(iii) For change of Nomination	SH-14*

\* in case of cancellation of nomination by shareholder through Form SH-14, declaration to Opt-out in Form ISR-3 shall also be provided by the shareholder.

2. **In the absence of any of the abovementioned details/information in the Folio, no service request/complaint shall be processed by RTA, henceforth, till all the details/ information / documents as mentioned in table above are received by the RTA.** Further, with effect from 1<sup>st</sup> April 2023, Folio with incomplete details/ information shall be frozen and no request/complaint/payment of dividend shall be made unless the information/ documents as mentioned in point no. 1 is furnished.
3. If the folio remains frozen till 31<sup>st</sup> December 2025, it shall be referred to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.
4. You are also requested to link your PAN with your Aadhar number by 31<sup>st</sup> March 2022 or any other date as may be specified by the Central Board of Direct Taxes, otherwise your Folio shall be frozen as mentioned above.
5. In view of the above, please submit the above desired documents through forms available at websites of the RTA (<https://www.mcsregistrars.com/downloads.php>) and the Company (<https://www.jklakshmicement.com/kyc-documents/>) to the RTA by any one of the following modes:
- Through hard copies which should be self -attested and dated.
  - Through electronic mode, provided that they are sent through E-mail id of the holder registered with RTA and all documents should be electronically/digitally signed by the Shareholder and in case of joint holders, by first joint holder.
6. Please note the following contact details of our RTA to enable you to submit your PAN/KYC/Nomination/Bank details etc.:

**MCS Share Transfer Agents Limited,**  
F-65, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase 1,  
New Delhi - 110020  
E-mail Id: admin@mcsregistrars.com  
Phone No.: 011-41406149-52

Thanking you,

For JK Lakshmi Cement Ltd.

Sd/-  
B.K. Daga  
Sr. Vice President & Company Secretary