



Registered Office: Jaykaypuram, District Sirohi, Rajasthan 307019
Secretarial Office: Gulab Bhawan, 3rd Floor (Rear Block), 6A, Bahadur Shah Zafar Marg, New Delhi 110002
Tel. No. 91- 11-68201862-866-894 Mobile No. 9599501807
E-mail: jkcl.investors@jksmail.com; Website: www.jklakshmicement.com

JKLC/Debentures/KYC/2021

Date : 3rd February 2022

Dear Sir/Madam,

RE: UPDATION OF PAN, KYC, 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 3rd November 2021 read with SEBI/HO/ MIRSD_RTAMB/P/CIR/2021/687 dated 14th December 2021, has **mandated all security holders holding securities in physical form in the Company, to furnish following documents/details** (including of joint holders) to 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 websites 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 IFS 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 holder 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 holder through Form SH-14, declaration to Opt-out in form ISR-3 shall also be provided by the holder.

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 1st April 2023, Folio with incomplete details/ information shall be frozen and no service request/complaint including for payment of interest/redemption amount shall be entertained unless the information/ documents as mentioned in point no. 1 is furnished.
3. If the folio remains frozen till 31st 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 31st March 2022 or any other date as may be specified by the Central Board of Direct Taxes, otherwise your Folio may be frozen as mentioned above.
5. In view of the above, in your own interest, you are requested to claim your unclaimed interest and / or redemption amount of Debentures lying with the Company by submitting an application along with the documents mentioned at Sr. No. 'a' to 'd' in Para 1 above, to the Company at its Secretarial Office address mentioned above or to our RTA (MCS Share Transfer Agents Limited - Unit : JK Lakshmi Cement Limited, F-65, 1st Floor, Okhla Industrial Area, Phase 1, New Delhi – 110020; E-mail Id: admin@mcsregistrars.com; Phone No.: 011-41406149-52). The above documents are available at websites of the RTA (<https://www.mcsregistrars.com/downloads.php>) and the Company (<https://www.jklakshmicement.com/kyc-documents/>) and may be submitted by any one of the following modes:
- Through hard copies which should be self -attested and dated.
 - Through electronic mode and all documents should be electronically/digitally signed by the holder and in case of joint holders, by first joint holder.

Thanking you,

For JK Lakshmi Cement Ltd.

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