



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; Fax No. 011-66001142  
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JKLC/KYC/2023  
Date: 24<sup>th</sup> May 2023

Dear Sir/Madam,

**RE: FURNISHING/UPDATION OF PAN, KYC, BANK AND NOMINATION DETAILS ETC.**

1. Kindly refer to our earlier letters/Emails dated 28<sup>th</sup> December 2021 and 27<sup>th</sup> February 2023 on the captioned subject and Dematerialisation of physical shares/updation of KYC details, respectively. You may note that the SEBI vide its Circular Nos. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/655 dated 3<sup>rd</sup> November 2021, SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/687 dated 14<sup>th</sup> December 2021 and SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March 2023, has **mandated all security holders holding securities in physical form in the Company, to furnish following documents/ details** (including of joint holders) to the Company's Registrar and Share Transfer Agent (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 specimen signature of security holder attested by the bank (In case of major mismatch/updation in signature)		ISR-2
e.	Name of Nominee(s)	(i) New Nomination	SH-13
		(ii) <u>Declaration to Opt-out</u> : 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/cancellation 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 above mentioned details/information in your 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. With effect **from 1<sup>st</sup> October 2023**, Folio with incomplete details/ information shall be frozen and no service request/grievance shall be entertained unless the information/ documents as mentioned in table above are furnished to the RTA. Further, any payment including dividend, interest or redemption payment in respect of frozen Folios shall be made only through electronic mode w.e.f. 1<sup>st</sup> April 2024.
3. You are requested to link your PAN with your Aadhaar by 30<sup>th</sup> June 2023 or any other date as may be specified by the Central Board of Direct Taxes, to avoid freezing of your Folio as mentioned above.
4. If the Folio remains frozen till 31<sup>st</sup> December 2025, it shall be referred by RTA/Company to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.
5. In view of the above, in your own interest, as requested earlier, we once again request you to update/complete your KYC in respect of your Folio by providing the information/ documents as mentioned at table above, to the Company's RTA i.e. MCS Share Transfer Agents Limited - Unit : JK Lakshmi Cement Limited, F-65, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase 1, New Delhi – 110020; E-mail Id: [admin@mcsregistrars.com](mailto:admin@mcsregistrars.com); Phone No.: 011-41406149-52. The above relevant Forms 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 Email and all the documents furnished should have E-sign of the holder(s).
- In case you have already submitted the aforesaid information/ documents, please ignore this letter.
6. **Alternatively, as requested earlier, please dematerialise your Shares to avoid freezing of your Folio (in case KYC details are not provided/ updated, etc.) and avail various advantages of Shares held in electronic form.**

Thanking you,

For JK Lakshmi Cement Ltd.  
Sd/-  
Amit Chaurasia  
Company Secretary