

January 31, 2022

**National Stock Exchange of India Limited**  
Exchange Plaza  
Bandra Kurla Complex  
Bandra (E)  
**Mumbai - 400 051**

**BSE Limited**  
P.J. Towers  
Dalal Street  
**Mumbai - 400 001**

Dear Sir,

We enclose herewith a copy of the communication being sent to the concerned shareholders of the Company regarding updation of PAN, KYC, Nomination, Bank details, etc., in accordance with the provisions of the SEBI's Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 03.11.2021.

We request you to take the same on record.

Thanking you,

For Kajaria Ceramics Limited



R.C. Rawat  
COO (A&T) & Company Secretary

Encl.: as above

# KAJARIA CERAMICS LIMITED

[CIN: L26924HR1985PLC056150]

**Registered Office:** SF-11, Second Floor, JMD Regent Plaza, Mehrauli Gurgaon Road, Village Sikanderpur Ghosi, Gurgaon, Haryana-122001 **Phone:** +91-124-4081281

**Corporate Office:** J-1/B-1 (Extn.), Mohan Co-operative Industrial Estate, Mathura Road, New Delhi-110044  
**Phone:** +91-11-26946409 **Fax:** +91-11-26946407

**Website:** www.kajariaceramics.com **E-mail:** investors@kajariaceramics.com

Dear Shareholder,

January 28, 2022

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

This is with reference to the Securities and Exchange Board of India ('SEBI')'s Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 03.11.2021 through which the SEBI has directed that the listed companies and their Registrar and Share Transfer Agents ('RTA') to collect requisite documents for mandatory updating of PAN, KYC and Nomination details of all shareholders holding shares in physical form and also compulsory linking of PAN and Aadhar by all shareholders.

In this connection it may please be noted that unless the shareholders furnish such KYC details by 31.03.2023, their folios will be frozen by the RTA as per the directive of SEBI and no service request received from the shareholders can be entertained by the Company/RTA. Therefore, in order to avoid freezing of his/her folios, all the shareholders are requested to comply with the following procedure:

- (1) Firstly, to link your PAN with Aadhar and thereafter update the valid PAN with the Company's RTA (in Form ISR-1) latest by 31<sup>st</sup> March, 2022 or any other date specified by the Central Board of Direct Taxes.
- (2) To update your KYC details (in Form ISR-1) and the Nomination details (in Form SH-13) with the Company's RTA latest by 31<sup>st</sup> March, 2023.
- (3) To declare to Opt-out: In case of any shareholder(s), do not wish to nominate any person(s) in the event of his/her death, he/she shall file Declaration to Opt-out', in Form ISR-3 with the Company's RTA.
- (4) To submit Form SH-14 to change/cancel in the nomination. In case of cancellation of nomination by the holder(s) through Form SH- 14, then 'Declaration to Opt-out' needs to be provided by the holder(s) to the Company's RTA.
- (5) To submit Bank Account details (Name of Bank with Branch address, account number, IFS Code) to the Company's RTA.

You may download the above said Form(s) from the Company's website ([www.kajariaceramics.com](http://www.kajariaceramics.com)) or the Company's RTA website ([www.mcsregistrars.com](http://www.mcsregistrars.com)) or contact with them.

Please also provide your E-mail Id and Phone No. to our RTA for records as well as for receiving communications through electronic mode.

Please also note that after December 31, 2025, the frozen folios shall be referred by the RTA/the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002.

If you have already update/provided all the information stated above with Company/RTA, kindly ignore this letter. Please note the following contact details of the Company's RTA to enable you to submit your PAN/KYC/Nomination/Bank details, etc.:

### **MCS Share Transfer Agents Limited**

(Unit: Kajaria Ceramics 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.: +91-11-41406149-52

Thanking you,

For Kajaria Ceramics Limited

R.C. Rawat

COO (A&T) & Company Secretary