

September 11, 2025

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 Sirs,

Re.: Disclosure pursuant to the provisions of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Pursuant to the provisions of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose herewith copy of letter being issued to the shareholders of the Company for furnishing of PAN, KYC Details (including email, mobile number and bank account details) to the shareholders who hold shares of the Company in physical form, as per the provisions of the Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 issued by the SEBI to avail uninterrupted service request as well as dividend credit in bank account.

This is for your information and record.

Thanking you,

For Kajaria Ceramics Limited

Ram Chandra Rawat
COO (A&T) & Company Secretary

Encl.: As above

Kajaria Ceramics Limited

Corporate Office: J1/B1 (Extn.), Mohan Co - op Industrial Estate, Mathura Road, New Delhi - 110044, **Ph.:** +91-11-26946409 | **Fax:** +91-11- 26946407

Regd Office: SF-11, Second Floor, JMD Regent Plaza, Mehrauli Gurgaon Road, Village Sikanderpur Ghosi, Gurgaon-122001, Haryana, **Ph.:** +91-0124-4081281

CIN No.: L26924HR1985PLC056150, **E-mail:** info@kajariaceramics.com | **Web.:** www.kajariaceramics.com

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(s),

Subject: Mandatory furnishing of PAN, KYC Details (including email, mobile number, and bank account details) in respect of physical folios as per the SEBI Regulations to avail uninterrupted service request as well as dividend credit in bank account

We wish to inform you that Securities and Exchange Board of India ('SEBI') has issued guidelines on common and simplified norms for processing investor's service requests by RTAs [vide the Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 ('Master Circular')]. Norms for mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities are provided under Para 19.1 of the Master Circular.

The SEBI has amended the provisions mentioned under Clause 19.2 of the Master Circular through a Circular [Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81] issued on June 10, 2024 ('Circular dated June 10, 2024') and as per the said Circular, the shareholders holding shares of the Company in physical form and who have not submitted only 'Choice of Nomination', will be eligible for receipt of dividend as well as to lodge grievance or avail any service request from the Company's RTA.

In accordance with the above Circular, the revised Para 19.2 of the Master Circular regarding folios without PAN, KYC details and Nomination, the shareholders whose folio(s) do not have PAN, Contact Details, Bank Account Details and Specimen Signature updated, will be eligible:

- to lodge grievance or avail any service request from the Company's RTA only after furnishing PAN, KYC details.
- for any payment of dividend in respect of such folios, only through electronic mode with effect from April 1, 2024 and such payment shall be made electronically only upon complying with the requirements stated in Para 19.1 of this Master Circular (excluding the requirement to furnish 'Choice of Nomination' as per the Circular dated June 10, 2024).

In view of the above Master Circular read with the Circular dated June 10, 2024, the existing shareholders holding shares of the Company in physical form are required to furnish the PAN, KYC details as above to the Company's RTA in the prescribed forms (available on the websites of the Company and its RTA) to avail uninterrupted service request as well as dividend credit in bank account, as no dividend is paid by the Company to the shareholders holding shares of the Company in physical form by way of issuance of physical warrant with effect from April 1, 2024.

Please note that PAN to be furnished by you must be linked with Aadhaar. In case the same is not so linked, you are requested to do the same immediately. In the event the PAN is not linked with Aadhaar, then the PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which no PAN has been furnished.

Since the aforesaid details with respect to the shares of the Company held by you are not present in the Company's records, we request you to please provide the following documents / form(s) which can be downloaded from the website(s) of the Company/the Company's RTA:

- For updating PAN and KYC details, please fill up Form ISR-1.
- Self-attested copy of your PAN card (including PAN card of the joint holders duly self-attested by them).
- Postal address with PIN Code, self-attested copy of any valid address proof, as prescribed in Form ISR-1.
- Mobile number and E-mail address (if any).
- Bank account details i.e., Bank name, Branch details, Account number and IFS Code supported by self-attested bank statement/ bank attested copy of passbook or original blank cancelled cheque leaf.
- Specimen signature – Bank attested signature in Form ISR-2.
- For providing the details regarding Nomination, please provide the details in Form SH-13. If you do not wish to nominate any person, then you have to submit 'Declaration to opt-out of nomination' in Form ISR-3. For any cancellation or change in nomination, Form SH-14 is to be provided. Please note that 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.

Further, the SEBI (vide Circular No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated July 2, 2025), opened a Special Window for a period of six months from July 7, 2025 till January 6, 2026 to facilitate re-lodgment of transfer requests of physical shares. This facility is available for Transfer Deeds lodged prior to April 1, 2019 and which were rejected, returned, or not attended to due to deficiencies in documents, process or otherwise. Shareholders who have missed the earlier deadline of March 31, 2021 are encouraged to take advantage of this opportunity by furnishing the necessary documents to the Company's Registrar & Transfer Agent ('RTA').

Further, the SEBI has also mandated that transfer/sale of the shares held in physical form shall not be processed unless the same are held in the dematerialised form. This implies that you will not be able to transfer/sale the Company's shares held in physical form. In view of this, we request you to dematerialise your shares at the earliest.

We request you to send the above details/documents to the Company's RTA at the following address:

MCS SHARE TRANSFER AGENT LIMITED

179-180, DSIDC Shed, 3rd Floor,
Okhla Industrial Area, Phase-1
New Delhi-110020
Phone: +91-11-41406149-51

Alternatively, you may also submit the same through electronic mode (email: helpdeskdelhi@mcsregistrars.com), provided that documents are sent through an e-mail of the shareholder registered with the Company and all the documents are digitally signed/self-attested by the shareholder (in case of joint holders, by first joint holder).

Thanking you,

For Kajaria Ceramics Limited

Sd/-
Ram Chandra Rawat
COO (A&T) & Company Secretary