

Dear Shareholder (holding Physical Share Certificate),

Sub: Furnishing of PAN, KYC details and Nomination by holders of physical Securities

SEBI has vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/687 dated December 14, 2021 and SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 mandated furnishing of details of PAN, email address, mobile number, bank account and nomination by holders of physical securities. Further, it is stated that folios wherein any one of the cited document / details are not furnished or made available **on or after October 1, 2023**, the relevant folio(s) shall be frozen by the Registrars and Transfer Agent of the Company (RTA) and such frozen folios were required to be eventually referred to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002, after **December 31, 2025**.

In order to mitigate unintended challenges on account of freezing of folios and referring frozen folios to the administering authority under the aforesaid Acts, SEBI, vide its **Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023, has done away with the provision regarding freezing of folios lacking PAN, KYC, and Nomination details.**

All shareholders who have not furnished the documents/details viz., PAN, E-mail address, mobile number, bank account and nomination are requested to send the documents given below:

- PAN, Address, Email Address, Mobile Number, Demat account details and Bank Account details should be furnished in Form No. [ISR 1](#)
- Confirmation of Signature of securities holder by Banker in Form No. [ISR 2](#)
- Declaration for Opting-out of Nomination by holder of physical securities in Form No. [ISR 3](#)
- Nomination details should be furnished in Form [SH-13](#) and for cancellation or variation of Nomination in Form No. [SH-14](#)

The hard copies of the duly executed forms along with relevant documents/details should be sent to our RTA at the following address:

Mr. Jayprakash Parambath
Linkintime India Pvt Ltd,
Unit: Graphite India Limited
C-101, 247 Park, L B S Marg,
Vikhroli West Mumbai 400083
Tel: 022-4918600 || E-mail : kyc@linkintime.co.in

Alternatively, you can submit the e-signed forms and relevant documents/details through your email id.

You may get in touch with our RTA for any queries or assistance in this regard.

For Graphite India Limited

Sd/-

B. Shiva

Company Secretary and Compliance Officer