



The Bombay Dyeing and Manufacturing Company Limited
CIN: L17120MH1879PLC000037

Regd. Office: Neville House, J.N. Heredia Marg, Ballard Estate, Mumbai – 400001

Tel: (91) (22) 66620000 | **Website:** www.bombaydyeing.com | **E-mail:** grievance_redressal_cell@bombaydyeing.com

Reference No. 1

Date: 14th June, 2024

Folio No.:

Sub.: Mandatory furnishing of PAN, KYC Details (including email, mobile number, and bank account details), Nomination in respect of physical folios as per SEBI guidelines to avail uninterrupted service request as well as dividend credit in bank account and dematerialization of physical shares in The Bombay Dyeing & Manufacturing Company Limited ("The Company")

Ref.: SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 and Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 7th May, 2024.

Dear Member,

We wish to inform you that Securities and Exchange Board of India (SEBI), vide its above mentioned circulars have issued guidelines on common and simplified norms for processing investor's service requests by Registrar and Transfer Agents (RTAs). Norms for mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities are provided under Para 19.1 of the said Master Circular. Para 19.2 of the Master Circular regarding folios without PAN, KYC details and Nomination states that:

The security holder(s) whose folio(s) do not have PAN, Choice of Nomination, Contact Details, Bank Account Details and Specimen Signature updated, shall be eligible:

- to lodge grievance or avail any service request from the RTA only after furnishing PAN, KYC details and Nomination.
- **for any payment including dividend, interest or redemption payment in respect of such folios, only through electronic mode with effect from April 01, 2024. An intimation shall be sent by the Listed Company/ Entity to the security holder that such payment is due and shall be made electronically only upon complying with the requirements stated in Para 19.1 of the Master Circular.**

In this regard, please be informed that your folio with the Company is considered incomplete as following details are not available with the Registrar and Transfer Agent ("RTA") of the Company, i.e. KFin Technologies Limited ("KFin").

We request you to furnish the details via Forms, as mentioned in table given below, to KFin:

| Sr.No. | Mandatory KYC Requirements | Availability as per records of RTA | Forms to be submitted |
|--------|---|------------------------------------|--------------------------------|
| 1. | PAN | NO | Form No.ISR-1 |
| 2. | Address (with PIN) | NO | |
| 3. | Email address | NO | |
| 4. | Mobile Number | NO | |
| 5. | Bank Account details (Bank & Bank name, Bank Account Number, IFS Code) | NO | |
| 6. | Specimen Signature | - | Form No. ISR-2 |
| 7. | Nomination details | NO | Form No. SH-13 |
| 8. | Declaration to opt out of nomination | In case of opting out | Form No. ISR-3 |

The aforesaid forms are available on the RTA's website at <https://ris.kfintech.com/clientservices/isc/isrforms.aspx> and also on the Company's website at <https://bombaydyeing.com/forms.html>

Compulsory linking of PAN with Aadhar Number

Shareholders were required to link their PAN to Aadhar by June 30, 2023 as mandated by the Central Board of Direct Taxes (CBDT) to avoid marking PAN as inoperative in physical shares., RTA of the Company shall accept only valid PAN i.e. PAN which is linked to the Aadhar number.

Request for claiming of unclaimed Dividend(s), if any:

In case you are yet to claim dividend for any financial year, the same can be claimed after completing mandatory KYC in Form No. ISR-1 to Company's RTA at the address mentioned below. The details of dividend remaining unclaimed for the financial year(s) is available on the Company's website at https://bombaydyeing.com/iepf_information.html

Request for Dematerialisation:

You are requested to dematerialise your physical holding at the earliest, to get inherent benefits of dematerialization, as transfer of physical securities except for transmission and transposition cases are not allowed in physical mode w.e.f. 1st April, 2019.

Modes for submission of Documents/Information:

| Through 'In Person Verification' ("IPV") | Physical/Hardcopy by Post / Hand Delivery | Through Electronic Mode with e-sign |
|--|---|---|
| The original documents can be submitted by the investor in person at RTA's office which shall be verified by the authorised person of the RTA and retaining copy (ies) with IPV stamping with date and initials. | By furnishing original / photocopy (ies) of the relevant document duly self-attested with date. | In case the email address is already registered with RTA, the securities holder may send the scanned copies of their KYC documents / service requests with e-sign at the RTA's email- id: einward.ris@kfintech.com OR Upload KYC documents with e-sign on RTA's website at the link: https://ris.kfintech.com/clientservices/isc/ |
| RTAs Office: KFin Technologies Limited Unit: The Bombay Dyeing & Manufacturing Company Limited Plot No. 31 & 32, Selenium Building, Tower B, Financial District, Nanakramguda, Gachibowli, Hyderabad, Telangana-500032. Toll Free No.1800-309-4001 | | |

Contact Person:

| | | | |
|----------------------|---------------------------|--|---------------------|
| Equity Shares | Mr. D. Suresh Babu | einward.ris@kfintech.com | 040 67162222 |
|----------------------|---------------------------|--|---------------------|

We request you to share your mandatory KYC details with the Company and dematerialise your physical holding at the earliest.

Thanking you,
For **The Bombay Dyeing and Manufacturing Company Limited**

Sd/-
Sanjive Arora
Company Secretary