



CIN: L17120MH1879PLC000037

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

Corporate Office: C-1, Wadia International Center, Pandurang Budhkar Marg, Worli, Mumbai - 400025

Tel: (91) (22) 66620000 | Website: [www.bombaydyeing.com](http://www.bombaydyeing.com) | E-mail: [grievance\\_redressal\\_cell@bombaydyeing.com](mailto:grievance_redressal_cell@bombaydyeing.com)

Reference No.

Date: 22<sup>nd</sup> May, 2023

Folio No.:

**Sub.:** Request for completion of mandatory Know Your Customer ("KYC"), to claim unclaimed dividend amounts, if any, and dematerialize your physical holding in The Bombay Dyeing & Manufacturing Company Limited ("The Company")

**Ref.:** SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023

Dear Member,

This is further to our letter dated 11<sup>th</sup> March, 2022 requesting you to furnish your Permanent Account Number (PAN), KYC and Nomination details ("mandatory KYC") before 31<sup>st</sup> March, 2023 in compliance with Securities and Exchange Board of India ("SEBI") Circulars dated 3<sup>rd</sup> November, 2021 read with clarificatory circular dated 14<sup>th</sup> December, 2021.

We wish to inform you that SEBI vide its Circular dated 16<sup>th</sup> March, 2023 has superseded the aforesaid SEBI circulars and extended the timeline for completion of mandatory KYC to 30<sup>th</sup> September, 2023.

In this regard, we would like to inform you 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 before 30<sup>th</sup> of September, 2023, to avoid freezing of your folio:

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

The aforesaid forms are available on the RTA's website at [https://ris.kfintech.com/clientservices/isc/default.aspx#isc\\_download\\_hrd](https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd) and also on the Company's website at <https://bombaydyeing.com/forms.html>

If any one of the cited details are not available on or after 1<sup>st</sup> October, 2023, such folio shall be frozen by the RTA.

#### **Compulsory linking of PAN with Aadhaar Number**

As per the Central Board of Direct Taxes ("CBDT"), it is mandatory to link PAN with Aadhaar number for resident investors by 30<sup>th</sup> June, 2023. Security holders who have not linked their PAN with Aadhaar number are requested to get the same linked before 30<sup>th</sup> June, 2023.

Post 30<sup>th</sup> June, 2023 or any other date as may be specified by the CBDT, RTA of the Company shall accept only valid PAN i.e PAN which is linked to the Aadhaar number. The folios which do not have valid PAN as on 30<sup>th</sup> June, 2023 or any other date as may be specified by the CBDT shall be frozen by the RTA.

**Consequences of freezing of Folios:**

Kindly note the securities holder of the frozen folios shall be:

- Eligible to lodge any grievance or avail service request from the RTA of the Company only after furnishing the mandatory KYC requirements;
- Eligible for any payment including dividend, interest or redemption payment only through electronic mode with effect from 1<sup>st</sup> April, 2024 upon complying with the mandatory KYC requirements;
- Referred by the RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act,1988 and/or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on 31<sup>st</sup> December, 2025.

**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/transfer\\_of\\_shares\\_IEPF.html](https://bombaydyeing.com/transfer_of_shares_IEPF.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. 1<sup>st</sup> 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: <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a> <b>OR</b> Upload KYC documents with e-sign on RTA's website at the link: <a href="https://ris.kfintech.com/clientservices/isc/">https://ris.kfintech.com/clientservices/isc/</a>
<b>RTAsOffice: KFin Technologies Limited</b> <b>Unit: The Bombay Dyeing &amp; Manufacturing Company Limited</b> Plot No. 31 & 32, Selenium Building, Tower B, Financial District, Nanakramguda, Gachibowli, Hyderabad, Telangana-500032. Toll Free No.1800-309-4001		

**Contact Person:**

<b>Equity Shares</b>	<b>Mr. D.Suresh Babu</b>	<a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a>	<b>040 67162222</b>
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We urge you to link your PAN with Aadhaar number by 30<sup>th</sup> June, 2023 and share your mandatory KYC details by 30<sup>th</sup> September, 2023 to avoid freezing of your folios.

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

**Sd/-**  
**Sanjive Arora**  
**Company Secretary**  
**FCS No. 3814**