

MUFG Intime India Private Limited
 (Formerly Link Intime India Private Limited)
 CIN: U67190MH1999PTC118368
 C-101, Embassy 247, L.B.S.Marg, Vikhroli (West), Mumbai 400083
 Tel: (0) 810 811 6767; Website: www.in.mpms.mufig.com
 Email: investor.helpdesk@in.mpms.mufig.com
Date:
Unique SR No:

SR No. :

Unit Name - Alembic Limited

Dear Sir/Madam,

Subject: Reminder to update KYC details pursuant to SEBI Master Circular No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 dated 23rd June, 2025 and to dematerialise physical shares

We refer to the above circular issued by SEBI (Securities and Exchange Board of India) that mandates all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and choice of Nomination of shareholders holding securities in physical mode. While updating Email ID is optional, the security holders are requested to register email id also to avail online services. This is applicable for all security holders holding shares in physical mode. **The salient features and requirements of the circular are as follows:**

- A) Pursuant to regulatory requirements, with effect from April 1, 2024, if a security holder holding securities in physical form has not updated any of the KYC details such as PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, then dividend/interest etc. shall be withheld and will be released only through electronic mode upon furnishing all the aforesaid details in entirety.
- B) In case, a security holder has updated the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then any dividends/interest etc. declared during the interim period (i.e. from April 01, 2024 until the date of updation) pertaining to the securities held will be automatically credited to their registered bank account.

In this connection, the current status of the below mentioned folio is provided for your ready reference & we request you to comply with required mandatory fields on top priority to enable us to credit the dividend, if any, which may be declared by the issuer company.

Folio No.:

Name of the Security holder(s)	PAN (Mandatory) (A)	Specimen Signature (Mandatory) (B)	Mobile No. (Mandatory) (C)	Nominee Details (Optional) (D)	Email ID (Optional)* (E)
	Required	Registered	Required	Optional	Optional

* Email ID is optional, but requested to register email ID also to avail online services.

Bank Details (Mandatory to provide below given details).

Name of the Bank	Required				
Bank Account Number	Required				
IFSC	Required		MICR No	Required	

The formats for choice of Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circulars are available on our website at : <https://www.in.mpms.mufig.com> > Resources > Downloads > KYC > Formats for KYC.

We would request you to comply with the above requirements at the earliest which would ensure credit of dividend amount, if any, to your bank account on time by the issuer company.

Further, please note that transfer of shares in physical form is not permitted w.e.f. April 1, 2019. Shareholders holding shares in physical form are requested to kindly convert shares from physical form to demat form at the earliest possible as it will be beneficial for market liquidity.

Brief process of Dematerialization:

For dematerialisation of shares, you may approach any SEBI registered depository participant (DP) and follow the process given below:

- Open a demat account (This step is not applicable if you already have a demat account)
- Once the demat account is opened or if you already have the demat account, provide the following documents to your DP:
- Share Certificates
- Demat Request Form
- Copy of PAN
- Address proof
- Cancelled cheque
- Other KYC documents if not updated.
- Other documents as may be required by the DP

Once the share certificates and other requisite documents are submitted by you to your DP, the same will be forwarded to Registrar and Share Transfer Agent (RTA) i.e., MUFG Intime India Private Limited. After scrutiny of documents, the dematerialised shares will be credited to your demat account.

In case of any query, please feel free to contact us at:

MUFG Intime India Private Limited (RTA) Email: kyc@in.mpms.mufig.com Phone No: (0) 810 811 6767 Address: C-101, Embassy 247, L.B.S.Marg, Vikhroli (West), Mumbai - 400083	Alembic Limited (Company) Email: alembic.investors@alembic.co.in Phone no: +91 265 6637000 Address: Alembic Road, Vadodara - 390003
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Yours faithfully,
 For MUFG Intime India Private Limited
 Investor Relation Cell (IRC)