



# ZENITH FIBRES LIMITED

ISO 9001:2015 COMPANY CIN: L40100MH1989PLC054580 URL: [www.zenithfibres.com](http://www.zenithfibres.com)

Date: 12.09.2024

To,  
BSE Limited  
Corporate Relations Department,  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort,  
Mumbai - 400001

**Re: Zenith Fibres Limited**  
**Scrip Code: 514266**

**Sub: Intimation to the Shareholders holding shares in physical mode**  
**Ref: Regulation 30 and all other applicable provisions, if any of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.**

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Dear Sir/Madam,

Pursuant to the provisions of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, kindly find enclosed herewith a communication sent to the shareholders of the Company holding shares in physical mode urging them to furnish their PAN, KYC and Nomination details for updation to the Registrar and Share Transfer Agent of the Company (RTA) i.e. Bigshare Services Pvt. Ltd.

Kindly take the above information on your record.

Thanking you,

Yours faithfully,  
**For Zenith Fibres Limited**

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Dharati Bhavsar  
Company Secretary

Encl: As above

**Regd. Office:** 311, Marol Bhavan, Marol Co-Op. Ind. Estate Ltd., M.V. Road, Andheri (E), Mumbai - 400059, Maharashtra, (India)  
Tele: +91-22-40153860 E-mail: [mumbai@zenithfibres.com](mailto:mumbai@zenithfibres.com)  
**Corporate Office:** 103 "Synergy House", Subhanpura Road, Vadodara - 390023, Gujarat, (India)  
Tele: +91-265-228-3744 E-mail: [baroda@zenithfibres.com](mailto:baroda@zenithfibres.com)  
**Plant:** Block 458, P.O. Tundav, Taluka: Savli, District: Vadodara - 391775, Gujarat, (India)  
Tele: +91-8780601186, 8780601179 E-mail: [plant@zenithfibres.com](mailto:plant@zenithfibres.com)



To

Date: 12-09-2024

Folio No :

Name of Shareholder :

Dear Shareholder,

**Sub: Reminder to update KYC details pursuant to SEBI Circular bearing reference nos. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023 & SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 (now rescinded due to issuance of Master Circular dated May 07, 2024) and SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024 and SEBI directive vide e-mail to RTA dated January 23, 2024.**

We refer to the above circulars issued by SEBI from time to time, that mandates all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature of physical securities. While registration of email address and opting for Nomination is optional, shareholders are requested to update the same to avail online services and for receiving timely intimation from the Company. This is applicable for all security holders holding shares in physical mode.

**The salient features and requirements of the circular are as follows:**

1. In case of non-updation of PAN or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.
2. If a security holder updates the PAN, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.

Since the aforesaid details with respect to the shares held by you in the Company are not present in the database in entirety, we request you to kindly furnish/update the same. The prescribed forms are available on the website of Registrar and Share Transfer Agent ("RTA"), Bigshare Services Pvt. Ltd at: <https://www.bigshareonline.com/Resources.aspx>. The duly filled and signed forms shall be sent to the RTA as below:

**Bigshare Services Pvt. Ltd**

Office No S6-2, 6<sup>th</sup> Floor, Pinnacle Business Park, Next to Ahura Centre, Mahakali Caves Road, Andheri (East) Mumbai - 400093  
Tel:+ 91 - 22- 62638200 | E-mail: [investor@bigshareonline.com](mailto:investor@bigshareonline.com)

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

Further as required by Central Board of Direct Taxes (CBDT), holders of physical securities are requested to link their PAN and Aadhaar as specified by CBDT, if not linked earlier.

**Note:** Shareholders holding shares in physical form are requested to kindly convert shares from physical form to demat form at the earliest possible as SEBI has also mandated that transfer of securities held in physical mode shall not be processed unless the same are held in dematerialized mode.

Thanking you,  
Yours faithfully,

**For Zenith Fibres Limited**

Sd/-

**Dharati Bhavsar**

**Company Secretary**

***This is a computer-generated letter and hence no signature is required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.***

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