

September 20, 2024

**Listing Department**  
**National Stock Exchange of India Limited**  
Exchange Plaza, Plot no. C/1,  
G Block, Bandra-Kurla Complex  
Bandra (E),  
Mumbai - 400 051

**Department of Corporate Services -Listing**  
**BSE Limited**  
Phiroze JeeJeebhoy Towers,  
Dalal Street,  
Fort,  
Mumbai – 400 001

Trading Symbol: ORIENTELEC

Scrip Code: 541301

Dear Sir/Madam,

**Sub: Communication sent to shareholders w.r.t. Furnishing of PAN, KYC details and Nomination by holders of physical securities- Intimation regarding dividend payment withheld.**

We wish to inform you that pursuant to Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 (subsequently amended by circular dated November 17, 2023) it has been mandated that security holders, holding securities in physical mode, must furnish their PAN, KYC details, and nominations and shall be eligible for any payment, including dividends, interest, or redemption, in respect of such folios only through electronic mode with effect from April 01, 2024. In the absence of updation of KYC details, the dividend payment shall be withheld and informed to the concerned shareholders.

We have sent the communication to all the physical shareholders whose KYC were not updated, requesting them to update the same at the earliest possible as dividends against their holdings will only be paid in electronic mode after the KYC details are updated.

A copy of letter sent to all such shareholders, holding shares in physical mode and their KYC is not updated, is enclosed for your reference.

This is for your information and records.

Thanking you,

Yours Faithfully,

For **Orient Electric Limited**

Hitesh Kumar Jain  
**Company Secretary**  
Encl: a/c

Date:

PAXXXX  
XXAH

Folio No.: 1XX

**Dear Shareholder,****Sub: Non submission of KYC against your physical holdings - Intimation regarding dividend payment withheld vide SEBI Circular 16.03.2023**

This is to inform you that the shareholders of **Orient Electric Limited** (the “**Company**”), at their 8<sup>th</sup> Annual General Meeting (“**AGM**”) held on August 01, 2024, had approved the payment of Final Dividend of Rs. 0.75 (75%) per equity share of Rs. 1/- each for the financial year ended on 31st March, 2024.

As per records, you are holding shares of the Company in physical mode and your KYC details are not updated with the Company. Please note that updation of your KYC details is necessary to get various investor service requests processed and for receiving dividend credit through electronic mode with effect from April 1, 2024.

We draw your kind attention that the Securities and Exchange Board of India (“**SEBI**”), vide its circular dated November 03, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023) mandated that the security holders (**holding securities in physical form**), whose folio(s) are not updated with the KYC details (any of the details viz., PAN; Choice of Nomination; Contact Details; Mobile Number and Bank Account Details and signature, if any) shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from **April 01, 2024**. You are requested to refer the FAQs issued by SEBI by accessing the link: [https://www.sebi.gov.in/sebi\\_data/faqfiles/jan-2024/1704433843359.pdf](https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf) (FAQ No 38 & 39)

**Accordingly, as mandated by aforesaid circulars, the dividend payable against your holdings as detailed below is withheld and shall be paid only after updation of KYC details:**

No. of Equity shares held on Book Closure Date/Record date on	1000
Dividend Per share (Rs.)	0.75 per equity share of Rs. 1 each
Gross Dividend (Rs.)	750
Tax Deducted (Rs.)	
Net Dividend (Rs.)	750
% of Tax	0
Payment date	03 August 2024
Status of Payment	Withheld
Reason of withholding	KYC details not updated

For the purpose of updation of KYC details against your folio, you are requested to send the details / documents as per the formats specified below along with the supporting documents:

- a) Form ISR-1 duly filled in along with self-attested copies of PAN card and Aadhar as supporting documents for updation of KYC details;
- b) Form ISR-2 duly filled in with banker attestation of signature along with original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement with latest passport size photograph of the account holder.
- c) Form SH-13 for updation of Nomination along with self-attested copies of PAN card or any other proof of identify of Nominee/ Form ISR-3 for opting-out of nomination/ Form SH 14 for Cancellation or Variation of Nomination.

Copies of the above forms are enclosed herewith. You may also download the above stated Forms either from the website of the RTA through following link: <https://ris.kfintech.com/clientservices/isc/isrforms.aspx> or from the website of the Company through the weblink: <https://orientelectric.com/pages/share-holder>

For the purpose of updation of KYC details against your folio, you are requested to send the above documents to the Registrar and Share Transfer Agent (“RTA”) of the Company, **M/s. KFin Technologies Limited (Unit: Orient Electric Limited)**, Selenium Tower-B, Plot No 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad – 500 032, Telangana, through:

- a. Registered post / Courier in physical form; **OR**
- b. Electronic mode by emailing either to the RTA at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) or to the Company at [investor@orientelectric.com](mailto:investor@orientelectric.com), provided that they are sent through E-mail id of the holder registered with RTA and all documents should be electronically/digitally signed by the Shareholder and in case of joint holders, by first joint holder;

Please treat this as our specific intimation for updation of KYC details and withholding of dividend as mandated vide SEBI Circular dated 16<sup>th</sup> March, 2023 (Master circular dated 17.05.2023).

**For Orient Electric Limited**

Sd/-

**Hitesh Kumar Jain**

**Company Secretary & Compliance officer**