

Godrej Industries Limited
Regd. Office: Godrej One,
Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400079. India.
Tel.: 91-22-2518 8010/8020/8030
Fax: 91-22-2518 8068/8063/8074
Website: www.godrejindustries.com

CIN: L24241MH1988PLC097781

Date: September 23, 2024

To,
BSE Limited
P. J. Towers, Dalal Street, Fort
Mumbai – 400 001

To,
National Stock Exchange of India Limited
Exchange Plaza, Bandra - Kurla Complex,
Bandra (East), Mumbai-400 051

Ref.: BSE Scrip Code No. "500164"

Ref.: "GODREJIND"
Debt Segment NSE

Sub.: Intimation under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 pertaining to Godrej Industries Limited ("the Company") - Intimation to the Shareholders holding shares in Physical Form

Dear Sir / Madam,

We wish to inform you that in compliance with SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 (hereinafter referred to as "the said Circular"), the Company has initiated dispatch of intimations to Shareholders holding securities of the Company in physical form. A copy of the intimation being sent to the Shareholders is enclosed herewith.

The forms prescribed as per the aforesaid Circulars for updation of various details of the shareholders is made available on the website of the Company at <https://www.godrejindustries.com/investors/investors-information> and on the website of Computech Sharecap Limited, the Registrar and Share Transfer Agent of the Company at <http://www.computechsharecap.com/forms-center/>.

We request you to take the same on your record.

Thanking you,

Yours sincerely,

For Godrej Industries Limited



Anupama Kamble
Company Secretary & Compliance Officer
(FCS 12730)



Encl.: As above





GODREJ INDUSTRIES LIMITED

CIN: L24241MH1988PLC097781

Registered Office: Godrej One, Pirojshanagar, Eastern Express Highway,
Vikhroli (East), Mumbai – 400 079, Maharashtra

Tel.: 022-2518 8010; **Fax:** 022-25188066

Email id: investor@godrejinds.com; **Website:** www.godrejindustries.com

Registered / Speed Post - POD Number

Ref No: GIL-KYC-SEP2024 / Serial:

September 17, 2024

Folio No. :

Name of Shareholder :
(First Holder, in case of joint holding)

Address :

Pin code :

Name of the 1st Joint Shareholder :
Name of the 2nd Joint Shareholder :

Number of Equity Shares held :
(As on September 13, 2024)

Sub: Reminder to Update - PAN,KYC details and Nomination by holders of Physical Securities

Ref.: SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 ("the Circular")

Dear Shareholder(s),

We hope this communiqué finds you in safe and good health.

We refer to the above circular issued by the Securities and Exchange Board of India ("SEBI") that mandates all the Listed Companies to record PAN, Address with PIN code, Mobile Number, Bank Account details (including bank name and branch, bank account number, MICR Code, IFSC Code etc.), Specimen Signature and Choice of Nomination of holders of physical securities. Updation of Email ID is optional, however, 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 shareholder(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, if any, in respect of such folios, will be only through electronic mode with effect from April 1, 2024, upon furnishing all the aforesaid details in entirety

We observe from our records that you have not furnished the following documents/details. We request you to furnish the documents/details, as per the table below, to our **RTA immediately on receipt of this letter**. Please note that the PAN to be furnished by you should be linked with Aadhaar. In case the same is not linked, you are requested to do the same. In the event such linkage is not done, your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which PAN has not been furnished.



GODREJ INDUSTRIES LIMITED

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Registered Office: Godrej One, Pirojshanagar, Eastern Express Highway,
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Tel.: 022-2518 8010; **Fax:** 022-25188066

Email id: investor@godrejinds.com; **Website:** www.godrejindustries.com

Name of the Security Holder(s)	*PAN Number (Mandatory)	Specimen Signature	Email ID	Mobile Number	Nominee Details

* Self-attested copy of PAN Card must be attached

#Bank Details:

Bank Name			
Bank Account Number			
IFSC Code		MICR Code	

#Original cancelled cheque leaf stating the name of the first named account holder must be attached

The KYC forms can also be downloaded from the website of the Company at godrejindustries.com → investors → investors-information → Forms for Shareholder or from the website of our RTA at computechsharecap.com → forms-center.

You are requested to take note of the above and furnish the aforesaid documents at the earliest, to our RTA immediately on receipt of this letter either 'In Person Verification' (IPV) or Post or electronic mode with e-sign, if not done earlier.

Kindly note that in compliance with SEBI notification no. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018, and further notification dated November 30, 2018, with effect from April 1, 2019, transfer of securities shall be processed by the Company / Company's RTA ONLY in dematerialized form. Hence, we also request you to convert your physical shares into dematerialized (demat) form immediately.

The contact details of our RTA for submission of the forms / details is mentioned below:

M/s Computech Sharecap Limited,

147, Mahatma Gandhi Road, Fort, Mumbai – 400001, Maharashtra.

Tel: 022-22635000 – 01 **Email:** helpdesk@computechsharecap.in

Yours faithfully,

For Godrej Industries Limited

Anupama Kamble

Company Secretary & Compliance Officer

Encl.: As above

In case you have already furnished the aforesaid documents, then kindly ignore this communication. This communication is computer generated and hence does not require any signature.

	(Optional)	Depository Participant.
3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Unique Identification Number (UID) (Aadhaar)</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License</p> <p><input type="checkbox"/> Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line)/ Electricity bill / Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organisation stamp</p> <p><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</p> <p><input type="checkbox"/> Proof of address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse.</p> <p><input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.</p>
4	Bank details (to be updated for first holder in case of joint holding)	<p>Account Number: _____ #</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p>Provide the following:</p> <p><input type="checkbox"/> Self-attested original cancelled cheque bearing the name of the security holder; OR</p>

		<input type="checkbox"/> Bank passbook/statement attested by the Bank;
5	E-mail address	_____ #
6	Mobile	_____ #

* or any date as may be specified by the CBDT

(DP: Depository Participant)

In case it is not provided, the details available in the CML will be updated in the folio

Authorization: I/ We authorise you (RTA) to update the above PAN and KYC details in following additional folio(s) held in my / our name (use Separate Annexure if extra space is required):

S. No.	Name of the Issuer Company	Folio No.	Quantity of securities	Face value of securities	Distinctive number of securities (Optional)

in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓		
Name	✓		
Full address	✓		
PIN	□□□□□□	□□□□□□	□□□□□□

Mode of submission of documents to the RTA

Please use any one of the following mode:

1. **Through 'In Person Verification' (IPV):** The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy (ies) with IPV stamping with date and initials.
2. **Through Post:** Hard copies of the documents which are self-attested.

3. Through electronic mode with e-sign: The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign* of the holder(s)/ claimant(s).

*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Note

<ul style="list-style-type: none"> • Holders of physical securities in listed company are mandatorily required to furnish PAN, KYC details (Contact details, Bank Account Details, Signature) and Nomination (for all the eligible folios) to enable RTA to process any service request or complaints received from the security holder(s)/ Claimants. 	
<ul style="list-style-type: none"> • Upon receipt or up-dation of bank details, the RTA shall, <i>suo-moto</i>, generate request to the company's bankers to pay electronically all the moneys of / payments to the holder that were previous unclaimed / unsuccessful. 	
<ul style="list-style-type: none"> • RTA shall update the folio with PAN, KYC details and Nominee, within timelines as mentioned in the circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 dated November 26, 2021. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA. 	
<ul style="list-style-type: none"> • RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination. 	
<ul style="list-style-type: none"> • Specimen Signature 	<p>Option A</p> <ul style="list-style-type: none"> i. Security holder shall provide the following documents: <ul style="list-style-type: none"> (a) Original cancelled cheque with name of the security holder printed on it; or (b) Self-attested copy of Bank Passbook/ Bank Statement; <p style="text-align: center;">and</p> ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2. <p style="text-align: center;">OR</p> <p>Option B</p> <ul style="list-style-type: none"> • The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos. 1-4 of Annexure – E of SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.

<ul style="list-style-type: none"> • Nomination** 	<ul style="list-style-type: none"> • Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) <u>or</u> 'Declaration to Opt out of Nomination' as per <u>Form ISR-3</u>, in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 • Variation in Existing Nomination: Please use <u>Form SH-14</u> • Cancellation of Existing Nomination and opting out: use <u>Form SH-14 & Form ISR – 3</u>
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** Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR – 3**), has to be furnished by the holder(s) separately for each listed company.

(Page 6 & 7 is for information to investors; print out of the same is not required)

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	'Exemptions/clarifications to PAN', as provided in clause D to 'Instructions/Check List for Filing KYC Forms' in Annexure – 1 to <u>SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011</u> on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<p style="text-align: center;">Option A</p> <p>i. Security holder shall provide, the following documents:</p> <p>(a) Original cancelled cheque with name of the security holder printed on it; or</p> <p>(b) Self-attested copy of Bank Passbook/Bank Statement;</p> <p style="text-align: center;">and</p> <p>ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2</p> <p style="text-align: center;">OR</p> <p>Option B</p> <p>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos.1-4 of Annexure – E of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</p>
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names;

		<ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license in Smart Card form, Book form or copy of digital form • Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. • PAN card with photograph • Marriage certificate • Divorce decree
5	Present address of the holder is not matching with the address available in the folio	<p>In case the signature of the holder matches with the record available with the RTA, the request for change in address may be processed within the prescribed timelines.</p> <p>In case there is a difference in signature, the RTA shall follow the procedure as prescribed for mismatch in signature as laid down at Para – 1 of Annexure C of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</p>

(Page 6 & 7 is for information to investors; print out of the same is not required)

Form ISR – 2

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch				
2. Bank contact details Postal Address Phone number E-mail address				
3. Bank Account number				
4. Account opening date				
5. Account holder(s) name(s)	1) 2) 3)			
6. Latest photograph of the account holder(s)				
<table border="1" style="width: 100%;"><tr><td style="width: 33%; text-align: center;">1st Holder</td><td style="width: 33%; text-align: center;">2nd Holder</td><td style="width: 33%; text-align: center;">3rd Holder</td></tr></table>		1 st Holder	2 nd Holder	3 rd Holder
1 st Holder	2 nd Holder	3 rd Holder		
7. Account holder(s) details as per Bank Records				
a) Address				
b) Phone number				
c) Email address				
d) Signature(s)				
1) <input type="text"/>	2) <input type="text"/>	3) <input type="text"/>		
Signature verified as recorded with the Bank				
Seal of the Bank				
	(Signature)			
Place:	Name of the Bank Manager			
	Employee Code			
Date:	E-mail address			

Form ISR - 3

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]]

Name of the Company :
Registered Address of the Company:

I / we the holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s) *
Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

* Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature

Form No. SH-13

Nomination Form

[Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the Companies (Share Capital and Debentures) Rules 2014]

To

Name of the company:

Address of the company:

I/We the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) PARTICULARS OF NOMINEE/S —

- (a) Name:
- (b) Date of Birth:
- (c) Father's/Mother's/Spouse's name:
- (d) Occupation:
- (e) Nationality:
- (f) Address:

(g) E-mail id:

(h) Relationship with the security holder:

(3) IN CASE NOMINEE IS A MINOR--

(a) Date of birth:

(b) Date of attaining majority

(c) Name of guardian:

(d) Address of guardian:

Name:

Address:

Name of the Security

Holder (s)

Signature

Witness with
name and address