



JKLC/SECTL/SE/20  
Date: 4<sup>th</sup> July 2020

**BSE Limited**  
Department of Corporate Services  
25<sup>th</sup> Floor, P.J. Towers  
Dalal Street  
MUMBAI-400001  
Through BSE Listing  
**Security Code: 500380**

**National Stock Exchange of India Limited**  
"Exchange Plaza"  
Bandra - Kurla Complex  
Bandra (E)  
MUMBAI – 400051  
Through NEAPS  
**Symbol: JKLAKSHMI, Series : EQ**

Dear Sir/ Madam,

**Re: Public Notice to Members**

We send herewith copies of the Public Notice given by the Company by way of Newspaper Publications in the Financial Express on 8<sup>th</sup> May 2020 & 1<sup>st</sup> July 2020 to the Members requesting them to register their email addresses etc. to enable them receive the Notice of General Meetings, Annual Report and other communications instantly in electronic form, pursuant to the MCA circular dated 5<sup>th</sup> May 2020.

Copy of the said Publications are submitted for your reference and record.

Thanking you,

Yours faithfully,  
For JK Lakshmi Cement Limited

(B.K. Daga)  
Sr. Vice President &  
Company Secretary

Encl: a.a.



**Admn. Office:** Nehru House, 4, Bahadur Shah Zafar Marg, New Delhi 110 002; Phone: 33001142 / 33001112; Fax: 91-011-23722251/ 23722021;  
E-Mail: jklc.customercare@jkmail.com; Website: www.jklakshmi.com, C I N L74999RJ1938PLC019511

**Regd. & Works Office:** Jaykaypuram, Dist. Sirohi, Rajasthan; Phone: 02971-244409/ 244410; Fax: 02971-244417; E-Mail: lakshmi\_cement@lc.jkmail.com  
**Secretarial Deptt. :** Gulab Bhawan (Rear Wing), 3rd Floor, 6-A, Bahadur Shah Zafar Marg, New Delhi-110 002  
Phone: 30179860, 33001142, 33001112; Fax: 91-11-23739475, E-mail: bkdaga@jkmail.com

**NOTICE TO THE MEMBERS - UPDATE EMAIL AND OTHER INFORMATION**

In furtherance of the 'Green Initiative' of the Government and in compliance with applicable provision of the Companies Act, 2013 ('Act') and the uncertain situation arising out of the COVID-19 pandemic, the Company proposes to send all the documents like Annual Reports, General Meeting Notices and other communications to the Members in electronic form, whose email addresses are registered with Depository Participant ('DP') or with the Company. We once again request the Member(s) who have not yet registered their email addresses, particulars of active Bank account and other relevant details in response to various Notices sent by the Company pursuant to the SEBI Mandate, to promptly register the same with their DP or the Company, as the case may be, and also provide the following details to the Company through email at [jk.investors@gmail.com](mailto:jk.investors@gmail.com) or [admin@jkcregistrars.com](mailto:admin@jkcregistrars.com) :

|                                 |  |
|---------------------------------|--|
| First / Sole Shareholder's Name |  |
| Registered Folio Number         |  |
| Address with Pin Code           |  |
| Email                           |  |
| PAN                             |  |
| Contact Number                  |  |
| Particulars of Bank Account     |  |
| a. Bank Name                    |  |
| b. Branch Name and its Address  |  |
| c. Telephone Number             |  |
| d. Bank Account Number          |  |
| e. IFSC Code of Bank Branch     |  |
| f. MICR No.                     |  |

*Please provide self-attested copies of PAN card, cancelled cheque with name or first page of pass-book (if name of first holder is not appearing on cancelled cheque) and address proof (Aadhar card/voter ID card/passport/utility bill)*

This initiative is in the mutual interest of both the Member and the Company. The Members will instantly get all communications sent by the Company through email and also get direct credit of the dividends as may be declared by the Company from time to time, to their Bank Account. On request, we shall also provide you all communications under the Act in physical form.

Trust, the Members will appreciate and immediately respond in their own interest.

For JK Lakshmi Cement Limited

Date: 5<sup>th</sup> May 2020  
Place: New Delhi

**B.K. DAGA**  
Sr. VP & Company Secretary

*Note: Members are also requested to keep the DP / Company informed as and when there is any change in above mentioned details.*

## NOTICE TO THE MEMBERS – REGISTER EMAIL ADDRESS AND BANK ACCOUNT DETAILS

In furtherance of Go-Green initiative of the Government and in the interest of the Members, the Company had published a Notice in Financial Express on 8<sup>th</sup> May 2020 (All Editions), requesting the Members to register their Email addresses and Bank Account particulars to enable the Members receive the Notice of General Meetings, Annual Report and other communications instantly in electronic form and to also get the Dividends declared by the Company from time to time directly to their respective Bank Accounts.

Further, in view of the disruptions caused by the continuing CoVID-19 Pandemic, MCA and SEBI vide their Circulars dated 5<sup>th</sup> May 2020 and dated 12<sup>th</sup> May 2020, have directed companies to send Notice of Annual General Meeting (AGM) along with Annual Report for the Financial Year 2019-20 etc. (collectively referred as 'Annual Report') only by email to the Members and other persons so entitled, whose email addresses are registered with the Company/ RTA or Depository Participants (DP). Therefore, please note that the Members who have not provided their email addresses will not be able to get the Annual Report for the Financial Year 2019-20. However, the Annual Report will be made available on the websites of the Company, NSE & BSE and CDSL.

Members may also note that the Company shall shortly make another publication in connection with holding of its 80<sup>th</sup> AGM, intimating date, time and venue / mode, within the time permitted under the Companies Act, 2013 read with aforesaid MCA circular. Detailed procedure for remote e-voting etc. on the business to be transacted at the AGM will be provided in the Notice thereof.

Members are hereby advised, once again, in their own interest, to provide their email addresses and Bank Account particulars for registration to the Company / RTA or DPs. The process of registering the same is provided below:

|                  |  |
|------------------|--|
| Physical Holding | <p>Send a request to the Company at <a href="mailto:jklc.investors@jklmail.com">jklc.investors@jklmail.com</a> or RTA i.e MCS Share Transfer Agent Ltd. at <a href="mailto:admin@mcsregistrars.com">admin@mcsregistrars.com</a> providing the following details:</p> <ul style="list-style-type: none"><li>(a) First / Sole Shareholder's name</li><li>(b) Registered Folio Number</li><li>(c) Address with PIN Code</li><li>(d) Email Address</li><li>(e) Permanent Account Number (PAN)</li><li>(f) Contact Number</li><li>(g) Bank Account details:<ul style="list-style-type: none"><li>(i) Bank Name and address</li><li>(ii) Bank Account Number</li><li>(iii) IFSC Code</li><li>(iv) MICR Number</li></ul></li></ul> <p>Please provide self-attested copies of PAN card, cancelled cheque with name or first page of pass-book (if name of first holder is not appearing on cancelled cheque) and address proof (Aadhar card/voter ID card/passport/utility bill)</p> |
| Demat Holding    | <p>Please contact your DP and register your Email address and Bank Account details in your demat account, as per the process advised by your DP.</p>   |

In case of any query, the Members may contact us at the Secretarial Office address, email id and telephone nos. given above.