



GIL/CFD/SEC/24/062/SE

31<sup>st</sup> May 2023

**BSE Limited**  
Dalal Street,  
Phiroze Jeejeebhoy Towers,  
Fort, Mumbai - 400 001  
**Scrip Code: 500300**

**National Stock Exchange of India Limited**  
Exchange Plaza, 5<sup>th</sup> Floor, Plot No. C/1,  
G Block, Bandra-Kurla Complex,  
Bandra (East), Mumbai 400 051  
**Symbol: GRASIM**

Dear Sir/Madam,

**Sub: Communication to the Shareholders holding shares in Physical Form for updation of KYC details**

We wish to inform you that in compliance with the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March 2023, the Company has sent intimation to the shareholders holding shares of the Company in physical form for updation of KYC details as prescribed in the aforesaid Circular.

A copy of the intimation sent to the shareholders is enclosed herewith for your information and record.

Thanking you,

Yours sincerely,  
**For Grasim Industries Limited**

**Sailesh Kumar Daga**  
**Company Secretary**  
**FCS - 4164**

Enclosed as above



## GRASIM INDUSTRIES LIMITED

CIN: L17124MP1947PLC000410

**Registered Office:** P.O. Birlagram, Nagda - 456 331, Dist. Ujjain, Madhya Pradesh, India; **Tel. No.:** +91 7366-246766  
**Corporate Office:** Aditya Birla Centre, "A" Wing, 2<sup>nd</sup> Floor, S.K. Ahire Marg, Worli, Mumbai - 400 030, Maharashtra, India  
**Tel. No.:** +91 22 6652 5000 / 2499 5000; **Website:** [www.grasim.com](http://www.grasim.com)  
**E-mail:** [grasim.secretarial@adityabirla.com](mailto:grasim.secretarial@adityabirla.com);

Folio No. :  
Name of the Shareholder :  
Address :

Second holder :

Third holder :

Dear Shareholder(s),

### **Sub: Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities**

**Ref: SEBI Circular no. SEBI/HO/MIRSD/ MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March 2023**

We trust that you and your family are safe and in good health.

We draw your kind attention to our earlier letter dated 27<sup>th</sup> December 2021 and 8<sup>th</sup> February 2023 sent to you for updating KYC details.

You are aware that in supersession of earlier Circulars, SEBI vide the captioned Circular dated 16<sup>th</sup> March 2023 mandated:

- Furnishing of PAN, email address, mobile number, bank account details, specimen signature and nomination by holders of physical securities.**

Folios wherein any one of the above-mentioned documents / details are not available on or after 1<sup>st</sup> October 2023 shall be frozen by KFin Technologies Limited (RTA) of the Company in terms of the aforementioned Circular and you will not be eligible to lodge grievance or avail service request. Further effective 1<sup>st</sup> April 2024, payment of dividend for such frozen folios should be made through electronic mode only.

After 31<sup>st</sup> December 2025, the frozen folios shall be referred by RTA to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

- Compulsory linking of PAN and Aadhaar by all holders of physical securities** by 30<sup>th</sup> June 2023 or such other date as may be specified by the Central Board of Direct Taxes ('cut-off date') to avoid freezing of Folios. If on cut-off date, the folios in which updated PAN is not linked with Aadhaar will be frozen.

We have observed that you have not furnished the following mandatory documents/details in respect to your physical holding. You are required to furnish the details to RTA by sending the duly signed documents along with the related documentary evidence as mentioned in the respective forms.

Sr. No.	Particulars	Status of availability of details as per records	Please furnish details in
1	PAN		Form ISR - 1
2	Address		
3	Email address		
4	Mobile Number		
5	Bank account details		
6	Updating of Signature		Form ISR - 2
7	Nomination details		Form SH - 13
8	Declaration to opt out of nomination		Form ISR - 3

➤ **Please submit the documents / details listed in the above table to RTA at the following address:**

Mr. Ganesh Patro, Assistant Vice President

**KFin Technologies Limited**

Unit: **Grasim Industries Limited**

Selenium Building, Tower-B, Plot No. 31 & 32, Financial District,

Nanakramguda, Serilingampally, Hyderabad,

Rangareddy, Hyderabad, Telangana, 500032, India

The aforesaid forms are enclosed with this communication and can also be downloaded from the Company's website at <https://www.grasim.com/investors/investors-forms> or that of RTA website at [www.kfintech.com](http://www.kfintech.com).

You can also send the above-mentioned documents in electronic format through your registered email ID to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) subject to such documents shall be duly e-signed.

Please feel free to get in touch with the Company or KFin for any clarifications / assistance that may be required.

Thanking you,

Yours sincerely,

For **Grasim Industries Limited**

sd/-

**Sailesh Kumar Daga**

Company Secretary

FCS-4164

Encl. as above

## Form ISR – 1

(See SEBI circular No. SEBI/HO/MIRSD/ MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March 2023 on Common and Simplified Norms for processing investor's service request by RTA's and norms for furnishing PAN, KYC details and Nomination)

### REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF [For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: \_\_\_/\_\_\_/\_\_\_

A. I/We request you to Register/ Change/ Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

B. Security Details:

Name of the Issuer Company	<b>Grasim Industries Limited</b>	Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of securities		
Distinctive number of securities (Optional)	Form	To

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document/ Information / Details	Instruction / Remark
1		PAN of (all) the (joint) holder(s)	
		PAN	<input type="text"/>
		Whether it is Valid (linked to Aadhaar):	<input type="text"/>
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
			PAN shall be valid only if it is linked to Aadhaar by March 31, 2022*
2		Demat Account Number	<input type="text"/>
			Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first holder	Any one of the documents, only if there is change in the address;
			<input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by Depository Participant.
			<input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.
			<input type="checkbox"/> Utility bills like Telephone Bill (only landline), Electricity bill or Gas bill - Not more than 3 months old.
			<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.
			<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.
			<input type="checkbox"/> The proof of address in the name of the spouse



# Form ISR – 2

(As per circular No. SEBI/HO/MIRSD/ MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March 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)		
	<div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">1<sup>st</sup> Holder</div><div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">2<sup>nd</sup> Holder</div><div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">3<sup>rd</sup> Holder</div></div>		
7.	Account holder(s) details as per Bank Records		
	a) Address		
	b) Phone number		
	c) Email address		
	d) Signature(s)		
	1) <input style="width: 100px; height: 30px;" type="text"/>	2) <input style="width: 100px; height: 30px;" type="text"/>	3) <input style="width: 100px; height: 30px;" type="text"/>
		Signature verified as recorded with the Bank	
	Seal of the Bank		
		(Signature)	
		Name of the Bank Manager	
Place:		Employee Code	
Date:		E-mail address	

## 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 : **Grasim Industries Limited**

Address of the Company : P.O. Birlagram, Nagda - 456 331, Dist. Ujjain, Madhya Pradesh, India

I/We \_\_\_\_\_ the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following person(s) 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.	
				From	To

#### (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(s)	

#### (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 and Address of Security Holder	Signature

Name and Address of Witness	Signature

### 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 16<sup>th</sup> March 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 : **Grasim Industries Limited**

Registered Address of the Company : P. O. Birlagram, Nagda - 456 331, Dist. Ujjain, Madhya Pradesh, India

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.	
				From	To

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.

	First Holder	Second Holder	Third Holder
Name			
Address			
Signature			

Name and Address of Witness	Signature