

SEC/2024/90
10th June, 2024

BSE Limited Corporate Relationship Department, P. J. Towers, Dalal Street, Fort, Mumbai – 400 001 BSE Scrip Code: 532756	National Stock Exchange of India Limited Corporate Relationship Department, Exchange Plaza, 5 th Floor, Plot No. C/1, G Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051 NSE Scrip Code: CIEINDIA
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Dear Sir/Madam,

Sub: Intimation to shareholders holding shares in physical mode for Updation of PAN, KYC and Nomination Details

Pursuant to Regulation 30 read with Part A of Schedule III of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and in compliance with the SEBI Master Circular No.: SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 including earlier circulars issued in this regard (the Circulars), we wish to inform you that we have sent individual letters on 10th June 2024, to the shareholders of the Company holding shares in physical mode where any of the KYC details as mandated in the said Circulars are not updated against the respective folios, and requesting them to update the necessary KYC details with Registrar and Transfer Agents of the Company (i.e. KFin Technologies Limited) against the said folios at the earliest.

A copy of the letter sent to the Shareholders (without folio specific details) is enclosed herewith and the same is also being uploaded on the website of the Company i.e., www.cie-india.com.

Kindly take the same on record.

Thanking you,
Yours faithfully,

For CIE Automotive India Limited

Pankaj Goyal
Company Secretary, Chief Compliance Officer,
and Head- Legal

Membership No.: F13037

Encl: As above

CIE Automotive India Limited

(Formerly known as Mahindra CIE Automotive Limited)

CIN: L27100MH1999PLC121285

Corporate Office

602 & 603 Amar Business Park, Baner Road, Pune – 411045, India

Tel: +91 20 29804622

Registered Office

Suite F9D, Grand Hyatt Plaza (Lobby Level), Off Western Express Highway, Santacruz (E), Mumbai, India – 400055

Tel: +91 22 62411031 | Fax: +91 22 62411030 | website : www.cie-india.com | Email: contact.investors@cie-india.com



CIE AUTOMOTIVE INDIA LIMITED

(Formerly known as Mahindra CIE Automotive Limited)

[CIN: L27100MH1999PLC121285]

Registered Office: Suite F9D, Grand Hyatt Plaza (Lobby Level),

Off Western Express Highway, Santacruz (E), Mumbai- 400 055

Website: www.cie-india.com; E-mail: contact.investors@cie-india.com

Tel: +91 22 62411031; Fax: +91 22 62411030

Reference No:

Date: 7th June, 2024

Name of the Sole / First Holder:

Address :

Dear Shareholder,

Subject: Mandatory Furnishing of PAN, KYC details and Nomination by holders of physical securities

Ref.: SEBI Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 including earlier circulars issued in this regard

This communication is to bring your attention to the Common and Simplified norms for processing investor's service requests by Registrar and Transfer Agents (RTA) and norms for furnishing PAN, KYC details and Nomination as prescribed by Securities & Exchange Board of India (SEBI). These norms have been consolidated in the master circular no. **SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024** which is issued in supersession of earlier circulars issued by SEBI in this regard (the SEBI Circulars).

These norms *inter-alia* mandates:

- a. furnishing of valid PAN, nomination / declaration to opt-out of nomination, contact details (i.e. present postal address with PIN code and mobile number in all cases and e-mail address for availing online services), bank account details and specimen signature by holders of physical securities;
- b. that any service request and complaint shall be entertained only upon registration of the PAN, KYC and nomination documents / details as stated above;
- c. that any payment, including payment of dividends, shall be made electronically only upon registration of the PAN, KYC and nomination documents / details as stated above;
- d. that the PAN should mandatorily linked to Aadhaar. From July 01, 2023 or any other date as may be specified by the CBDT, RTAs shall accept only operative PAN (i.e., linked with Aadhaar number)

We observe from our records that you have not furnished some of the mandatory documents / details against your holding. We request you to furnish the documents/details, as per the table below, to the Registrars & Transfer Agents i.e. KFin Technologies Limited immediately.

Sr.no	Particulars	Status as per records	Please furnish details in following Form
1	Valid PAN		ISR-1
2	Postal Address with PIN Code		
3	Email address (mandatory for availing online services)		
4	Mobile Number (mandatory in all cases)		
5	Demat account details		
6	Bank account details (bank and branch name, bank account number, IFS code)		
7	Specimen signature		ISR- 1 / ISR- 2 (as applicable)
8	Nomination details*		SH-13 / SH -14 (as applicable)
9	Declaration to opt out nomination*	In case of opting out	ISR-3

**In case you are opting out from giving nomination kindly, submit ISR-3 and SH-13 need not be submitted. In case you have already registered nomination, you can opt out of nomination through Form ISR – 3 after cancelling his existing nomination, through Form SH-14*

The aforesaid forms can be downloaded from the website of the Company and RTA at: <https://www.cie-india.com/investors-faqs1.html> and <https://ris.kfintech.com/clientservices/isc/isrforms.aspx>

Kindly note that, the shareholders of the Company at the ensuing 25th Annual General Meeting scheduled on 20th June, 2024 shall be considering declaration of final dividend. As per the aforesaid SEBI Circulars, w.e.f. 1st April, 2024, the Dividend will be paid only through Electronic mode to the Members who have updated their KYC details (including bank account details) against their demat account/folios. In the absence of KYC details, the Company shall withheld the dividend, as may be declared at the 25th Annual General Meeting, till the date of Updation of KYC details and the said dividend payment shall be made through Electronic Mode only upon complying with the requirements of updation of KYC as provided in the aforesaid SEBI Circulars.

Mode of submission of form(s) and documents

Physical or Hard copy

You can forward the hard copies of duly filled-in and signed form(s) along with self-attested copies of relevant documentary proofs as mentioned in the respective forms, to the following address:

KFin Technologies Limited, Unit: CIE Automotive India Limited Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032.

Through 'In Person Verification' (IPV)

You may submit the copies at the nearest office of **KFin Technologies Limited (the RTA)**. You will have to carry original documents along-with copy(ies) thereof. The authorised person of the RTA shall verify the original documents furnished by you and retain copy (ies) with IPV stamping with date and initials.

Through Electronic Mode with e-sign

In case you have registered your email address, you may send the scan soft copies of the form(s) along with the relevant documents, duly e-signed, from your registered email id to inward.ris@kfintech.com or upload KYC documents with e-sign on RTA's website at the link: <https://ris.kfintech.com/clientservices/diy/>

Mandatory Self-attestation of the documents submitted in any mode

Please note that each page of the documents that are submitted in hard copy must be self-attested by the holder. In case the documents are submitted in electronic mode then the same should be furnished with e-sign of scan copies of the documents.

E-sign

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empaneled eSign Service Provider, 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.

Thanking you,

Yours faithfully,

For CIE Automotive India Limited

Pankaj V Goyal

Company Secretary, Chief Compliance Officer
and Head Legal
Membership No. F 13037

This communication is computer generated and hence does not require signature.