

May 29, 2023

Bombay Stock Exchange Limited
New Trading Ring,
Rotunda Building, P J Towers,
Dalal Street, Fort
Mumbai-400001
Security Code: 535754

National Stock Exchange of India Limited
“Exchange Plaza”, Plot No. C-1, Block G
Bandra – Kurla Complex, Bandra (East),
Mumbai – 400 051
Symbol: ORIENTCEM

**Sub: Disclosure under Regulation 30- Communication sent to the shareholders w.r.t.
Furnishing of PAN, KYC details and Nomination by holders of physical securities**

Dear Sir(s),

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements), Regulations 2015, please find enclosed herewith the copy of communication sent to the shareholders through dispatch of physical letters in pursuance of *Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023*, with regard to furnishing of PAN, KYC details and Nomination by holders of physical securities.

We further enclose herewith the copy of the compliance certificate as received from the Company’s Registrar and Share Transfer Agent, M/s KFin Technologies Limited, confirming compliance undertaken by them in terms of the aforementioned circular.

This is for your information and records.

Thanking you,

Yours sincerely,

For Orient Cement Limited

Nidhi Bisaria
(Company Secretary)

Encl: as stated

Orient Cement Limited

Corporate Office: Birla Tower, 3rd fl, 25 Barakhamba Road, New Delhi 110001, India. 011 42092100

Registered Office: Unit VIII, Plot No.7, Bhoinagar, Bhubaneswar, Odisha 751012, India. www.orientcement.com

CIN No: L26940OR2011PLC013933

ORIENT CEMENT LIMITED**CIN: L26940OR2011PLC013933****Registered Office:** Unit VIII, Plot No. 7, Bhoinagar, Bhubaneswar, Odisha-751 012**Tel:** 0674-2396930 | **Fax No.** 0674-2396364**Corporate Office:** Birla Tower, 3rd Floor, 25, Barakhamba Road, New Delhi-110 001**Tel:** 011-42092100, 011-42092190**E-mail:** investors@orientcement.com, **Website:** www.orientcement.com

Ref No:

Date:

Folio No:

Dear Shareholder,

Sub.: Furnishing of PAN, KYC details and Nomination by holders of physical securities**Ref.: Circular No. SEBI/HO/MIRSD/MIRSD-POD-1/P/CIR/2023/37 dated March 16, 2023.**

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

SEBI has vide the captioned circular dated March 16, 2023, mandated:

- i. furnishing of details of PAN, email address, mobile number, bank account details and nomination by holders of physical securities; and
- ii. folios wherein any one of the cited document / details are not available **on or after October 01, 2023,** shall be frozen by the Registrar and Share Transfer Agent of the Company (RTA) and you will be eligible to lodge grievance or avail service request from the RTA only after furnishing the complete documents /details as mentioned herein (i) above and shall also be eligible for receipt of dividend, interest or redemption payment in respect of such frozen folios, only through electronic mode with effect from April 1, 2024 upon receipt of such communication by the Company and furnishing of the complete documents /details as mentioned herein (i) above in this regard.

We observe from our records that you have not furnished the documents/details. We request you to furnish the documents/details, as per the table below, to our RTA immediately on receipt of this letter by sending the duly signed and scanned documents at the earliest through your registered email address to einward.ris@kfintech.com. In case your e-mail address is not registered, you may share the documents through the e-mail you wish to register, or alternatively send the documents to our RTA via post at the address mentioned in this letter.

Sr. No.	Particulars	Status as per records	Please furnish details in
1	PAN		Form ISR-1, ISR-2, ISR-3, ISR-4, SH-13 and SH-14
2	Address		
3	Email address		
4	Mobile Number		
5	Demat account details		
6	Bank account details		
7	Nomination details		

The aforesaid forms can be downloaded from the website of the Company or RTA at: <https://www.orientcement.com/wp-content/uploads/2022/07/KYC-Updation-Forms.pdf> and www.kfintech.com, respectively.

Shareholders are requested to furnish/update valid PAN (i.e. PAN linked with Aadhar) to the RTA. With respect to folios, of which PAN is not valid as on the last date/cut off date of March 31, 2023, shall also be frozen by the RTA. The shareholders are requested to comply with the following procedure:

- First link PAN with Aadhar to ensure the validity of your PAN and thereafter update this valid PAN with RTA by submitting the Form ISR-1.
- Update your KYC details (in Form ISR-1) and Nomination details (in Form SH-13) with RTA latest by 30th September, 2023.
- Declaration to Opt-out: In case of any share holder(s), do not wish to nominate any person(s) in the event of his/her death, he/she shall file Declaration to Opt-out', in Form ISR-3 with RTA.
- Submit SH-14 to change/cancel the nomination - In case of cancellation of nomination by the holder(s) through Form SH- 14 be provided to RTA.
- In case you wish to change your signatures in the Folio, then send the banker confirmation by filing form ISR-2 with RTA.

Please also note that after December 31, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002.

You may get in touch with our RTA for any queries or assistance in this regard at:

Mr. Vijayananda Banerjee, Deputy Vice President

M/s. KFin Technologies Limited

(Unit: Orient Cement Limited)

Selenium Tower B, Plot 31 & 32,

Financial District, Nanakramguda

Serilingampally Mandal

Hyderabad - 500 032, Telangana

E-mail ID: einward.ris@kfintech.com

Thanking you,

Yours faithfully,

For **Orient Cement Limited**

Nidhi Bisaria

Company Secretary

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



To,
Division of Policy & Inspection RTA,
Market Intermediaries Regulation & Supervision Department ,
Securities and Exchange Board of India,
SEBI Bhavan - II, Plot No. C 7, "G" Block,
BKC, Bandra (E), Mumbai- 400051,
Maharashtra, India.

CERTIFICATE OF COMPLIANCE

I/We, R & A Associates, Company Secretaries, having registered office at Office No. T 202, Technopolis, 1-10-74/B, Above Ratnadeep Super Market, Chikoti Gardens, Begumpet, Hyderabad, Telangana - 500016, India, certify that M/s KFin Technologies Limited ('Registrar to an Issue and Share Transfer Agent' or 'RTA') bearing INR000000221 (SEBI Registration no.) has carried out the necessary changes to comply with the provisions of 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'.

Further, as required in the aforesaid Circular, new operating procedures have been implemented by the Registrar to an issue and share Transfer Agent (RTA).

For R & A Associates
Company Secretaries



R. Ramakrishna Gupta

Senior Partner

FCS No: 5523

C.P. No: 6696

UDIN: F005523E000310388

Date: 15th May, 2023

Place: Hyderabad