



# **Keerthi Industries Limited**

(Formerly Suvarna Cements Limited)

Registered Office & Administrative Office : Plot No. 40, IDA, Balanagar, Hyderabad - 500 037.  
Tel : 23076538, 23076539, Fax : 91-040-23076543, E-mail : general@keerthiindustries.com,  
keerthiitd@gmail.com | CIN : L11100TG1982PLC003492 | GSTIN : 36AAFCS3938P1ZO

Date: 10.03.2023

To,  
The General Manager,  
Department of Corporate Services,  
BSE Limited,  
Phiroze Jeejeebhoy Towers,  
Dalal Street, M Samachar Marg, Fort,  
Mumbai, Maharashtra 400001.

Script: 518011

Dear Sir/Madam,

**Sub: Reminder letter to the shareholders for updation of PAN, KYC, Bank Account details and Nomination etc.**

Please find attached the draft letter being sent to the shareholders, holding shares in physical form for updation of PAN, KYC, Bank Account details and Nomination etc.

This is for the information and records of the Exchange.

Thanking you,

Yours faithfully,

**For Keerthi Industries Limited**

**Arun Kumar Yadav**  
**Company Secretary and Compliance Officer**



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Dear Shareholder,

Date: 06.03.2023

Name: .....

Folio No: .....

Number of shares held: .....

**SUB: REMINDER LETTER TO SHAREHOLDERS FOR UPDATION OF PAN, KYC, BANK ACCOUNT DETAILS AND NOMINATION ETC.**

The Securities and Exchange Board of India ("SEBI") vide its circular No. SEBI/H0/MIRSD/MIRSD\_RTAMB/ P/CIR/2021/655 dated 03.11.2021 read with circular no. SEBI/H0/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14.12.2021 (the Circulars) has laid down common and simplified norms for processing shareholder's service request by Registrar and Share Transfer Agents (RTAs). As per the Circulars, SEBI has made it mandatory for holders of physical securities to furnish details of PAN, email address, mobile number, bank account and nomination/ opt-out of nomination.

Please note that in case of failure of the shareholders to get the above referred details registered/updated with the RTA, the respective folio shall be frozen on 1<sup>st</sup> April, 2023. The frozen folios will be referred by the Company/RTA to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on 31<sup>st</sup> December, 2025. Further, in respect of such folio(s) you will not be eligible to lodge grievance or avail any services from Company or Registrar and receive dividend, till the above-mentioned details are furnished.

In view of the above, please submit the documents / details listed in the table below to Registrar & Share Transfer Agent (RTA), (self-attested) at the following address:

Mr. Ram Prasad  
XL Softech Systems Limited  
Unit: Keerthi Industries Limited  
3, Sagar Society, Road No. 2, Banjara Hills, Hyderabad — 500034  
Email: xlfield@gmail.com

SN	Document/Details to be furnished	Details in following forms
1.	Valid PAN Linked with Aadhar	Form ISR-1 and ISR-2
2.	Postal Address with PIN	
3.	Email address	
4.	Mobile Number	
5.	Demat account Details	
6.	Bank account details	
7.	Declaration to opt-out of nomination	Form ISR-3
8.	Nomination details	Form SH-13
9.	Cancellation/Variation of Nomination	Form SH-14

The aforesaid forms can be downloaded from the Company's website at <http://www.keerthiindustries.com/images/KYCaNdNominationFormats.pdf> or that of RTA website [www.xlsoftech.com](http://www.xlsoftech.com).

You can also e-mail the documents through your email registered with RTA, to [xlfield@gmail.com](mailto:xlfield@gmail.com) duly e-signed. E-Sign is an integrated service which facilitates issuing a digital signature certificate and performing signing of requested data by the e-Sign user. You may approach any of the empaneled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology, Government of India (<https://cca.gov.in/>) for the purposes of obtaining the e-sign. A folio will be KYC compliant on registration of the said formats of ISR-1, ISR-2 and SH-13 with us and on linking of PAN to Aadhaar.

The shares of **Suvarna Cements Limited (Erstwhile Company name)** is valid and have equal value in the shares of Keerthi Industries Limited (New name Company), therefore those shareholders who are having physical share certificate in the old name company Suvarna Cements Limited are also requested to register their PAN, KYC, Bank account details and Nomination in the respective form as mention above.

It is in your interest to provide the details / documents and get the same updated. For any further clarifications, please get in touch with RTA XL Softech Systems Limited mail id. [xlfield@gmail.com](mailto:xlfield@gmail.com), Phone No. 040 23545913/14/15 /Company at mail id [Kilinvestorservices@gmail.com](mailto:Kilinvestorservices@gmail.com), phone no. 04023076543. In case you have already registered/updated the said details, please ignore this communication.

For Keerthi Industries Limited  
Sd/-  
Er. J.S. Rao  
Managing Director

**Factory :** Mellacheruvu Village & Mandal, Suryapet Dist., - 508 246, Telangana.

Tel: (08683) 226034, 226028, Fax : 226039 E-mail: [keerthifactory@keerthiindustries.com](mailto:keerthifactory@keerthiindustries.com) Web: [www.keerthiindustries.com](http://www.keerthiindustries.com)