

October 14, 2022

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 on October 13, 2022 through dispatch of physical letters in pursuance of *SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021* with regard to furnishing of PAN, KYC details and Nomination by holders of physical securities.

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**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: October 10, 2022

Folio No:

Dear Shareholder,

Sub.: Furnishing of PAN, KYC details and Nomination by holders of physical securities**Ref.: Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021.**

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

SEBI has vide the captioned circular dated November 03, 2021, 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 April 01, 2023,** shall be frozen by the Registrar and Share Transfer Agent of the Company (RTA) and you will not be eligible to lodge grievance or avail service request from the RTA and not eligible for receipt of dividend in physical mode.

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. As with respect to the folios, of which PAN is not valid as on the last date/cut off date of March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes (CBDT), 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 31st March, 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.