



Biocon Limited
20th KM, Hosur Road
Electronic City
Bangalore 560 100, India
T 91 80 2808 2808
F 91 80 2852 3423

CIN : L24234KA1978PLC003417

www.biocon.com

BIO/SECL/SP/2023-24/149

January 31, 2024

To, The Manager BSE Limited Department of Corporate Services Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai – 400 001 Scrip Code – 532523	To, The Manager National Stock Exchange of India Limited Corporate Communication Department Exchange Plaza, Bandra Kurla Complex Mumbai – 400 050 Scrip Symbol - BIOCON
--	---

Dear Sir/Madam,

Subject: Reminder Letter to shareholders for claiming Unclaimed dividend and updation of KYC Information

In compliance with the provisions of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, please note that the Company has sent reminder letter and has also informed via email to eligible shareholders on January 30, 2024, to claim unclaimed dividend and to update KYC information. Copy of the reminder letter is enclosed herewith.

The above information will also be available on the website of the Company at www.biocon.com.

Kindly take the same on record and acknowledge.

Thanking You,

Yours faithfully,

For **Biocon Limited**

Mayank Verma
Company Secretary and Compliance Officer
Membership No.: ACS 18776

Encl: as above



Biocon Limited

Registered Office: 20th KM, Hosur Road, Electronic City,
Bengaluru – 560 100, Karnataka, India
Tel: 080-2808 2808, CIN: L24234KA1978PLC003417
Website: www.biocon.com; E-mail: co.secretary@biocon.com

Date: 30.01.2024

Name of shareholder
Address

Dear Shareholder/Investor,

Subject : Reminder to claim Unclaimed dividend and Updation of KYC Information

Folio / DPID / CLID No. :

This is to bring to your kind notice that the following amount(s) declared by the Company as dividend for the respective financial years mentioned below on shares held by you in the Company, remain unpaid/unclaimed as per the Company's record and has not been encashed by you as on date:

Dividend for the Financial Year(s)	Warrant No.	Amount (Rs.)

Please note in case the aforesaid dividend amounts remain unpaid/unclaimed for seven consecutive years or more, the same shall become liable to be transferred to the Investor Education and Protection Fund (IEPF) in accordance with the applicable provisions of the Companies Act, 2013.

As you are aware, dividend declared by the Company is remitted either electronically or by sending dividend warrant(s) to the registered address of the shareholders.

In view of above, kindly surrender the original dividend warrant(s). In case the original warrant(s) has/have been misplaced or is/are not traceable, kindly execute and submit an Application-cum-Undertaking in the form attached herewith, along-with a duly signed request letter (format attached); for release of the aforesaid unclaimed dividend amount(s), quoting your Folio No./DP Id-Client Id.

All requests for release of unclaimed / unpaid dividend should be accompanied with the following documents:

a) In case Shares are held in Electronic/Dematerialized Form:

- (i) Original unclaimed warrant(s), if applicable;
- (ii) Request Letter;
- (iii) Duly executed application cum undertaking in case the original warrant has been misplaced;
- (iv) Copy of the updated Client Master List and PAN card. Payment will be made to the Bank Account registered against the said demat account.

b) In case Shares are held in Physical Form:

- (i) Original unclaimed warrant(s), if applicable;
- (ii) Request Letter;
- (iii) Duly executed application cum undertaking in case the original warrant has been misplaced;
- (iv) Investor Service Request Form ISR - 1, Form ISR - 2 and Form No. SH - 13 (for Nomination details) [collectively "Investor Request Forms"] duly filled as per the instructions stated therein along with the supporting documents including original cancelled cheque leaf with your name as the Account Holder. The "Investor Request Forms" are available at the website of the Company viz. www.biocon.com.

UPDATION OF INFORMATION

The Securities and Exchange Board of India (SEBI) has vide Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated September 26, 2023 has extended the timelines (i) for submission of PAN, Nomination and KYC details by physical security holders; and (ii) for nomination in eligible demat accounts.

Accordingly, Members holding shares in physical mode are requested to submit PAN, Nomination, Contact details, bank A/c details and specimen signature for their corresponding folio, in the prescribed forms to the RTA of the Company by as per the aforesaid SEBI Circular. Relevant details and forms prescribed by SEBI in this regard are made available under investors section on the website of the Company at www.biocon.com.

Members holding shares in demat mode are requested to update the aforesaid details with your Depository Participants and submit 'Choice of Nomination' by Further, we request you to convert your physical shares into Demat mode as per SEBI's guidelines for mandatorily dematerialization of physical shares held by an Investor.

For any queries in respect of above matter, shareholders may contact Mr. D Suresh Babu, Senior Manager, M/s. KFin Technologies Limited (erstwhile: KFin Technologies Private Limited), the Registrar & Share Transfer Agent (RTA) of the Company at KFin Technologies Limited (Unit: Biocon Limited), Selenium Tower B, Plot No. 31 & 32, Financial District, Gachibowli, Hyderabad- 500032; Tel. No.: 040- 67161517, 040-67162222; email ID: inward.ris@kfintech.com.

Yours truly,
For **Biocon Limited**

Sd/-
Mayank Verma
Company Secretary and Nodal Officer
Membership No.: ACS 18776

(This is a computer generated letter hence signature not required)

REQUEST LETTER FOR CLAIMING UNCLAIMED DIVIDEND

To,
KFin Technologies Limited (Erstwhile: KFin Technologies Private Limited)
UNIT: BIOCON LIMITED
Selenium, Tower B, Plot- 31 & 32,
Gachibowli, Financial District, Nanakramguda,
Hyderabad- 500032

Dear Sir/ Madam,

Subject : Payment of unclaimed dividend
Folio No. / DP ID- Client ID No. :

This is to confirm that I / We _____ shareholder(s) of Biocon Limited, have lost / misplaced / not received/ not encashed dividend(s) (*please tick whichever is applicable*), as detailed below:

Dividend for the Financial Year(s)	Amount (Rs.)
Dividend 2016-17	
Dividend 2017-18	
Dividend 2018-19	
Dividend 2021-22	
Dividend 2022-23	

You are requested to kindly arrange for the payment of the aforesaid unpaid dividend.

Thanking You,
Yours sincerely.

Name :
Address :

**Application-Cum-Undertaking
FOR PAYMENT OF UNPAID/UNCLAIMED DIVIDEND**

(To be executed on Rs.100/- Non-Judicial Stamp paper if the amount to be claimed more than Rs. 1500/-)

KFin Technologies Limited

(Formerly known as KFin Technologies Private Limited)

(Unit: Biocon Limited)

Selenium Tower B, Plot 31-32, Gachibowli,

Financial District, Nanakramguda,

Hyderabad – 500 032

REF : FOLIO/DPID/CLIENT ID :

I/We hereby confirm that I/We have not encashed any of the Dividends paid by the Company and/or have lost/misplaced/not received (please tick whichever is applicable) dividend warrant as per details given below:

Dividend Warrant No.	MICR. No. / DD. No.	Financial Year	Amount(s) (Rs.)

In consideration of your crediting the amounts directly to my bank account as mentioned below or issuing to me Demand Draft(s)/Pay Order(s) in lieu of the Dividend Warrant(s) lying unclaimed/ unpaid in my name and which are irretrievable /lost or misplaced, I/We hereby agree and undertake to hold the Company, its Directors and officers harmless and to keep them protected from / against all losses, costs or damages which you may sustain or incur by reason of the Company issuing Demand Draft(s)/ Pay Order(s) or by the original Dividend Warrant(s) being, at any time, found and presented for payment by any person or persons claiming to be the holder(s) of the Dividend Warrant(s) or in any way interested therein. I/We further agree and undertake to return to you the original Dividend Warrants, should it be found by me/us or again come into my/our possession at any time hereafter.

Name		Signatur e	
First Holder:			
Second holder:			
Third holder:			
Address of first holder:			
Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)			
Name of the Bank			
Name of the Branch			
Account Number (as appearing in your cheque book)			
Account Type (Saving / Current / Cash Credit)	<u>10 – Saving</u>	<u>11 – Current</u>	<u>13 – Cash Credit</u>
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification			
11 Digit IFSC Code			
Witness1:	Witness2:		
Name :	Name :		
Address :	Address :		
Signature :	Signature :		

Dated:

Note: For the undertaking to be considered complete, please ensure the address and bank details of first holder and joint holder(s), as applicable, are filled correctly and it is duly signed by all the holders and two witnesses.