

Date: 17th February 2022

BSE Scrip Code: **533293**

NSE Scrip Code: **KIRLOSENG**

To
Corporate Relationship Department
BSE Limited
1st Floor, Rotunda Building,
Dalal Street, Fort,
Mumbai – 400 001

To
Listing Department
National Stock Exchange of India Ltd.
Exchange Plaza, C -1, Block G,
Bandra-Kurla Complex, Bandra (E),
Mumbai – 400 051

Dear Sir/Madam,

Subject: Intimation under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015

Pursuant to the Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, kindly note that the Company has sent the attached communication vide ordinary post to all the shareholders holding shares in physical form for furnishing PAN, KYC details and nomination, etc. in terms of SEBI Circular No. SEBI/HO/MIRSD/RTAMB/P/CIR/2021/655 dated 3 November 2021, read with the clarification thereof.

You are requested to take the same on record.

Thanking you,

Yours faithfully,
For Kirloskar Oil Engines Limited

Smita Raichurkar
Company Secretary

Kirloskar Oil Engines Limited

A Kirloskar Group Company

Regd. Office: Laxmanrao Kirloskar Road,
Khadki, Pune, Maharashtra - 411 003 India.

Tel: +91 (20) 25810341, 66084000

Fax: +91 (20) 25813208, 25810209

Email: info@kirloskar.com | Website: www.koel.kirloskar.com

CIN: L29100PN2009PLC133351

Dear Investor,

Subject: -Request for Updating the KYC details as per SEBI Circular No.SEBI/HO/MIRSD/MIRSD RTAMB/PP/CIR/2021/655 dated 3rd Nov 2021.

We refer to the above circular issued by SEBI that mandates all the listed companies to record the **PAN, Address with PIN code, Email Address, Mobile Number, Bank Account Details, Specimen Signature and Nomination by holders of Physical securities**. This is applicable for all the security holders in physical mode.

The salient features and requirements of the circular are as follows:

A) Non – updation of KYC - Folios : wherein any ONE of the cited details/documents (i.e PAN, Bank Details, Nomination) are not available on or after April 01, 2023, shall be frozen as per SEBI circular.

Notes:

1) The securities in the frozen folios shall be:

- Eligible to lodge any grievance or avail service request from the RTA only after furnishing the complete documents / details as aforesaid.
- Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.

2) a) The relevant formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13 ,SH-14 and SEBI circular are available on the RTA website as mentioned below;

<https://www.linkintime.co.in> → Resources→ Downloads→General→Formats for KYC.

b) Original cancelled cheque leaf bearing the name of the first holder failing which first security holder is required to submit copy of bank passbook / statement attested by the bank which is mandatory for registering the new bank details.

B) Mandatory Linkage of PAN with Aadhar - As per the Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhaar number for resident investors by March 31,2022. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs and the ones which are linked to the Aadhaar number. The folios in which PAN is / are not valid as on the notified cut-off date of **March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.**

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

In view of aforesaid, we request you to submit KYC Form printed on the reverse of this letter, duly completed along with Investor Service Request Form ISR-1 and the required supporting documents as stated in Form ISR-1 at the earliest.

You may use any ONE of the following modes for submission:

1. In Person Verification (IPV): by producing the originals to the authorised person of RTA, who will retain copy of the document.
2. In hard copy: by furnishing self-attested photocopy (ies) of the relevant document, with date.
3. With e-sign:
 - (a) In case your email is already registered with us, you may send the scanned copies of your KYC documents with e-sign at our dedicated email-id: kyc@linkintime.co.in. Kindly mention the email subject line as "**KYC Updation - (Company Name) - Folio No : _____**"
 - (b) Investors can also upload KYC documents with e-sign on our website <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

E-sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empaneled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,

For Link Intime India Pvt Ltd.

Investor Relation Cell (IRC)

This is a computer generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.

KYC FORM

To, Date: / /
Link Intime India Private Limited. Folio No: _____
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083. No of Shares: _____
 Unit : ___[COMPANY NAME]_____ Serial No: _____

Dear Sir/Madam,

I/We, refer to the current status of the above-mentioned folio as provided by you in the following table:

Name of the Security holder(s)	PAN (A)	Specimen Signature (B)	Email ID (C)	Mobile No. (D)	Nominee Details (E)
Aaa	Registered (masking)	Required	Required	Required	Required
Bbb	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable
Ccc	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable

Bank Details :

Name of the Bank	
Bank Account Number	*** Mask if Present
IFSC	MICR No :

I/We are forwarding herewith Investor Service Request Form ISR-1 along with the required supporting KYC documents for updation.

Signature(s) :

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Aaa	Bbb	Ccc	-----

Barcode (Normal/Speed)	Postal No :	Serial No :
TTL + Name of the Holder		
_____	(Address 1)	
_____	(Address 2)	
_____	(Address 3)	
_____	(Address 4)	
City _____	PIN _____	
Unit Name :		Print Date :