

Godrej Industries Limited
Regd. Office: Godrej One,
Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400079. India.
Tel.: 91-22-2518 8010/8020/8030
Fax: 91-22-2518 8068/8063/8074
Website: www.godrejindustries.com

CIN: L24241MH1988PLC097781

Dated: February 16, 2022

To,
BSE Limited
P. J. Towers, Dalal Street, Fort
Mumbai – 400 001

Ref.: BSE Scrip Code No. “500164”

To,
National Stock Exchange of India Limited
Exchange Plaza, Bandra - Kurla Complex,
Bandra (East), Mumbai-400 051

Ref.: “GODREJIND”

Debt Segment NSE:

NCD- GIL23 - ISIN: INE233A08022

NCD- GIL24 - ISIN: INE233A08030

NCD- GIL25 - ISIN: INE233A08048

NCD-GIL28 - ISIN: INE233A08055

Sub.: Intimation under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 pertaining to Godrej Industries Limited (“the Company”)- Intimation to the Shareholders holding shares in Physical Form

Dear Sir / Madam,

We wish to inform you that in compliance with SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 (hereinafter referred to as “the said Circulars”), the Company has completed dispatch of intimations to Shareholders holding securities of the Company in physical form on February 16, 2022. A copy of the intimation sent to the Shareholders is enclosed herewith.

The forms prescribed as per the aforesaid Circulars for updation of various details of the shareholders is made available on the website of the Company at <https://www.godrejindustries.com/investors/investors-information> and on the website of Computech Sharecap Limited, the Registrar and Share Transfer Agent of the Company at <http://www.computechsharecap.com/forms-center/>.



Godrej Industries Limited
Regd. Office: Godrej One,
Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400079. India.
Tel.: 91-22-2518 8010/8020/8030
Fax: 91-22-2518 8068/8063/8074
Website: www.godrejindustries.com

CIN: L24241MH1988PLC097781

We request you to take the same on your record.

Thanking you,

Yours sincerely,

For Godrej Industries Limited

Tejal Jariwala
Company Secretary & Compliance Officer
(FCS 9817)

Encl.: As above





GODREJ INDUSTRIES LIMITED

CIN: L24241MH1988PLC097781

Registered Office: Godrej One, Pirojshanagar, Eastern Express Highway, Vikhroli (East), Mumbai – 400 079, Maharashtra

Tel.: 022-2518 8010; Fax: 022-25188066

Email id: investor@godrejinds.com; Website: www.godrejindustries.com

February 11, 2022

Folio No :
Name of the Shareholder :
(First Holder, in case of joint holding)
Address :

Name of the Joint Shareholder :
Number of Shares held :
(As on 31.12.2021)

SUB: MANDATORY UPDATION OF PAN, KYC DETAILS AND NOMINATION BY HOLDERS OF PHYSICAL SECURITIES

Dear Shareholder,

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

As a part of its ongoing measures to protect the interest of the Investors in the Securities Market, Securities and Exchange Board of India (“SEBI”), vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021, has specified the common and simplified norms for processing any service request of physical shareholders by Registrar & Share Transfer Agents (“RTAs”). Further, SEBI has also given certain clarifications in this regard vide circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 (hereinafter referred to as the said “Circulars”).

This is to bring to your notice that SEBI, vide the said circulars, also specified the formats for physical shareholders for raising the requests with regard to registration or changes / updation of PAN, KYC, nomination details and also for banker’s attestation of the signature of the shareholder in the event of major mismatch in the signature of the shareholder.

It has also been made mandatory for all holders of physical shares to furnish / update the following with the Company’s RTA:

- PAN
- Nomination details
- Contact details (including postal address, pin code, mobile number and email address)
- Bank account details (bank name and branch, bank account number, MICR Code, IFSC Code etc.)
- Specimen signature

From January 1, 2022, the RTAs will not process any service requests or complaints received from the holder(s) / claimant(s), till PAN, KYC and Nomination documents/details are updated. In the event of failure to submit / update the details, please note that:

- The folio(s) in which PAN / KYC/ Nomination details are not available / updated, the RTA shall freeze such folios effective April 1, 2023
- PAN to be furnished should be linked to Aadhaar. In case the same is not linked on or before March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes, your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which PAN has not been furnished and shall also be frozen by the RTA.
- After December 31, 2025, the frozen folios as mentioned above shall be referred by RTA / Bank to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002.
- Such frozen folio(s), shall not be eligible to lodge grievance(s) / receive payment of dividend in physical mode, if any, is declared by the Company.

Shareholders holding shares in physical form are therefore requested to furnish / update their PAN / KYC/ Nomination details, if not done earlier, with RTA by using the relevant forms as enclosed herewith.

We urge you to furnish the below details / information, as per the table below, to the **RTA immediately on receipt of this letter, if not done earlier**

Sr. No.	Particulars	Please furnish details in
1	PAN	Form No. ISR-1
2	Address	Form No. ISR-1
3	Email Address	Form No. ISR-1
4	Mobile Number	Form No. ISR-1
5	Specimen Signature(s)	Form No. ISR - 1 / Form No. ISR - 2 (In case of mismatch)
6	Bank Account Details	Form No. ISR-1
7	Nomination Details	Form No. SH-13/ SH-14 / ISR-3

The aforesaid forms can also be downloaded from the website of the Company at <https://www.godrejindustries.com/investors/investors-information> or from the website of our RTA at <http://www.computechsharecap.com/forms-center/>.

You are kindly requested to take note of the above and furnish the aforesaid details at the earliest. You may please use any of the following mode for submission of documents to RTA.

- a. **Hard Copies:** Above forms duly filled, signed and complete in all aspects along with self-attested and dated supporting documents can be submitted to the RTA by post / through courier on the below address:

M/s Computech Sharecap Limited
147, Mahatma Gandhi Road,
Fort, Mumbai – 400 001, Maharashtra,
Tel: 022-22635000 – 01

- b. **Soft Copies:** Alternatively, shareholders may through e-mail id registered with RTA send scanned documents at helpdesk@computechsharecap.in / investor@godrejinds.com.

Note: Kindly note that in compliance with SEBI notification no. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 and further notification dated November 30, 2018, with effect from April 1, 2019, transfer of securities shall be processed by the Company / Company's RTA ONLY in dematerialized form. Hence, we also request you to convert your physical shares into dematerialized (demat) form immediately.

Yours faithfully,
For Godrej Industries Limited

Tejal Jariwala
Company Secretary & Compliance Officer

This communication is computer generated and hence does not require any signature

3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by DP.</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</p> <p><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse</p>
4	Bank details	<p>Account Number: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p style="text-align: center;">Provide the following:</p> <p><input type="checkbox"/> <u>original cancelled cheque</u> with name of security holder printed on it <u>or Bank Passbook or Bank Statement attested by the Bank #</u></p>
5	E-mail address	_____ #
6	Mobile	_____ #

* or any date as may be specified by the CBDT

(DP: Depository Participant)

In case it is not provided, the details available in the CML will be updated in the folio

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____, _____, (use Separate Annexure if extra space is required) in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓		
Name	✓		
Full address	✓		
PIN	✓ □ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □

Mode of submission of documents to the RTA

Please use any one of the following mode;

1. In Person Verification (**IPV**): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
2. In hard copy: by furnishing self-attested photocopy(ies) of the relevant document, with date
3. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

Note

<ul style="list-style-type: none">• It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).	
<ul style="list-style-type: none">• Upon receipt or up-dation of bank details, the RTA will automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.	
<ul style="list-style-type: none">• RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.	
<ul style="list-style-type: none">• RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.	
<ul style="list-style-type: none">• Specimen Signature	<ul style="list-style-type: none">• Provide banker's attestation of the signature of the holder(s) as per <u>Form ISR – 2</u> in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021) and• original cancelled cheque with name of security holder printed on it <i>or</i> Bank Passbook <i>or</i> Bank Statement attested by the Bank
<ul style="list-style-type: none">• Nomination**	<ul style="list-style-type: none">• Providing Nomination: Please submit the duly filled up Nomination Form (<u>SH-13</u>) <i>or</i> 'Declaration to Opt out of Nomination' as per <u>Form ISR-3</u>, in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/655 dated November 03, 2021• Change in Existing Nomination: Please use <u>Form SH-14</u> in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655• Cancellation of Existing Nomination: use <u>Form SH-14 & Form ISR – 3</u>

** Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR – 3**), has to be furnished by the holder(s) separately for each listed company.

(Page 3 & 4 is for information to investors; print out of the same is not required)

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	‘Exemptions/clarifications to PAN’, as provided in clause D to ‘Instructions/Check List for Filing KYC Forms’ in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<ul style="list-style-type: none">• Banker’s attestation of the signature of the holder(s) as per <u>Form ISR – 2</u>• Original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none">• Unique Identification Number (UID) (Aadhaar)• Valid Passport• Driving license• PAN card with photograph• Identity card / document with applicant’s Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions• Marriage certificate• Divorce decree
5	Present address of the holder is not matching with the address available in the folio	RTA shall issue intimation to both the old and new addresses. <ul style="list-style-type: none">• In case where the letter is undelivered at the old address, RTA shall not insist for any proof of the old address provided the current address proof is in the form of an address proof issued by a Government Authority. The above procedure will be applicable for request for change in address of the holder also

(Page 3 & 4 is for information to investors; print out of the same is not required)

Form ISR – 2

(As per circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021
on Common and Simplified Norms for processing investor's service request
by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of securities holder by the Banker

1.	Bank Name and Branch		
2.	Bank contact details Postal Address Phone number E-mail address		
3.	Bank Account number		
4.	Account opening date		
5.	Account holder(s) name(s)	1) 2) 3)	
6.	Latest photograph of the account holder(s)		
	<div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">1st Holder</div><div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">2nd Holder</div><div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">3rd Holder</div></div>		
7.	Account holder(s) details as per Bank Records		
	a) Address		
	b) Phone number		
	c) Email address		
	d) Signature(s)		
	1) <input style="width: 100px; height: 20px;" type="text"/>	2) <input style="width: 100px; height: 20px;" type="text"/>	3) <input style="width: 100px; height: 20px;" type="text"/>
		Signature verified as recorded with the Bank	
	Seal of the Bank		
		(Signature)	
		Name of the Bank Manager	
Place:		Employee Code	
Date:		E-mail address	

Form ISR - 3

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(As per SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Name of the Company :
Registered Address of the Company :

I / we the holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s)

Signature(s)

Sole / First Holder Name

Second Holder Name

Third Holder Name

Name and Address of Witness	Signature

Form No. SH-13

Nomination Form

**[Pursuant to Section 72 of the Companies Act, 2013
and Rule 19(1) of the Companies
(Share Capital and Debentures) Rules 2014]**

To,

Name of the Company :

Address of the Company :

I/We _____ the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) PARTICULARS OF NOMINEE(S):

(a)	Name	
(b)	Date of Birth	
(c)	Father's/ Mother's/ Spouse's name	
(d)	Occupation	
(e)	Nationality	
(f)	Address	
(g)	E-mail id	
(h)	Relationship with the security holder(s)	

(3) IN CASE NOMINEE IS A MINOR :

(a)	Date of birth	
(b)	Date of attaining majority	
(c)	Name of Guardian	
(d)	Address of Guardian	

Name:

Address:

Name of the Security

Holder (s)

Signature

Witness with
name and address

Form No. SH-14

Cancellation or Variation of Nomination

*[Pursuant to sub-section (3) of Section 72 of the Companies Act, 2013
and Rule 19(9) of the Companies
(Share Capital and Debentures) Rules 2014]*

Name of the Company :

I/We hereby cancel the nomination(s) made by me/us in favor of _____
(name and address of the nominee) in respect of the below mentioned securities.

or

I/We hereby nominate the following person in place of _____
as nominee in respect of the below mentioned securities in whom shall vest all rights in respect
of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) (a) PARTICULARS OF THE NEW NOMINEE:

i.	Name	
ii.	Date of Birth	
iii.	Father's/ Mother's/ Spouse's name	
iv.	Nationality	
v.	Address	
vi.	E-mail id	
vii.	Relationship with the security holder(s)	

(B) IN CASE NEW NOMINEE IS A MINOR :

i.	Date of birth	
ii.	Date of attaining majority	
iii.	Name of Guardian	
iv.	Address of Guardian	

Signature

Name of the Security

Holder (s)

Witness with name and address