

July 12, 2024

**National Stock Exchange of India Limited**  
Exchange Plaza  
Bandra Kurla Complex  
Bandra (E)  
Mumbai – 400 051

**BSE Limited**  
P.J. Towers  
Dalal Street  
Mumbai - 400 001

Dear Sirs,

**Re.: Disclosure pursuant to the provisions of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**

Pursuant to the provisions of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose herewith copies of the following letter(s) being issued to the shareholders of the Company:

- Letter for furnishing of PAN, KYC Details (including email, mobile number and bank account details) to the shareholders who hold shares of the Company in physical form, as per the provisions of the Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 issued by the SEBI to avail uninterrupted service request as well as dividend credit in bank account; and
- Letter regarding non-submission of 'Choice of Nomination' to the shareholders who have not submitted 'Choice of Nomination', as per the SEBI's Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024.

This is for your information and record.

Thanking you,

For Kajaria Ceramics Limited

R.C. Rawat  
COO (A&T) & Company Secretary

Encl.: As above

**Kajaria Ceramics Limited**

Corporate Office: J1/B1 (Extn.), Mohan Co - op Industrial Estate, Mathura Road, New Delhi - 110044, Ph.: +91-11-26946409 | Fax: +91-11- 26946407

Regd Office: SF-11, Second Floor, JMD Regent Plaza, Mehrauli Gurgaon Road, Village Sikanderpur Ghosi, Gurgaon-122001, Haryana, Ph.: +91-0124-4081281

CIN No.: L26924HR1985PLC056150, E-mail: info@kajariaceramics.com | Web.: www.kajariaceramics.com

# KAJARIA CERAMICS LIMITED

[CIN: L26924HR1985PLC056150]

**Registered Office:** SF-11, Second Floor, JMD Regent Plaza, Mehrauli Gurgaon Road, Village Sikanderpur Ghosi, Gurgaon, Haryana-122001 **Phone:** +91-124-4081281

**Corporate Office:** J-1/B-1 (Extn.), Mohan Co-operative Industrial Estate, Mathura Road, New Delhi-110044

**Phone:** +91-11-26946409 **Fax:** +91-11-26946407

**Website:** www.kajariaceramics.com **E-mail:** investors@kajariaceramics.com

Dear Shareholder(s),

**Subject: Mandatory furnishing of PAN, KYC Details (including email, mobile number, and bank account details) in respect of physical folios as per the SEBI Regulations to avail uninterrupted service request as well as dividend credit in bank account**

We wish to inform you that Securities and Exchange Board of India ('SEBI') has issued guidelines on common and simplified norms for processing investor's service requests by RTAs [vide the Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 ('Master Circular')]. Norms for mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities are provided under Para 19.1 of the Master Circular.

The SEBI has amended the provisions mentioned under Clause 19.2 of the Master Circular through a Circular [Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81] issued on June 10, 2024 ('Circular dated June 10, 2024') and as per the said Circular, the shareholders holding shares of the Company in physical form and who have not submitted only 'Choice of Nomination', will be eligible for receipt of dividend as well as to lodge grievance or avail any service request from the Company's RTA.

In accordance with the above Circular, the revised Para 19.2 of the Master Circular regarding folios without PAN, KYC details and Nomination, the shareholders whose folio(s) do not have PAN, Contact Details, Bank Account Details and Specimen Signature updated, will be eligible:

- to lodge grievance or avail any service request from the Company's RTA only after furnishing PAN, KYC details.
- *for any payment of dividend in respect of such folios, only through electronic mode with effect from April 01, 2024 and such payment shall be made electronically only upon complying with the requirements stated in Para 19.1 of this Master Circular (excluding the requirement to furnish 'Choice of Nomination' as per the Circular dated June 10, 2024).*

In view of the above the above Master Circular read with the Circular dated June 10, 2024, the existing shareholders holding shares of the Company in physical form are required to furnish the PAN, KYC details as above to the Company's RTA in the prescribed forms (available on the websites of the Company and its RTA) to avail uninterrupted service request as well as dividend credit in bank account, as no dividend will be paid by the Company to the shareholders holding shares of the Company in physical form by way of issuance of physical warrant with effect from April 1, 2024.

Please note that PAN to be furnished by you must be linked with Aadhaar. In case the same is not so linked, you are requested to do the same immediately. In the event the PAN is not linked with Aadhaar, then the 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 no PAN has been furnished.

Since the aforesaid details with respect to the shares of the Company held by you are not present in the Company's records, we request you to please provide the following documents / form(s) which can be downloaded from the website(s) of the Company/the Company's RTA:

- a) For updating PAN and KYC details, please fill up the attached Form ISR-1.
- b) Self-attested copy of your PAN card (including PAN card of the joint holders duly self-attested by them).
- c) Postal address with PIN Code, self-attested copy of any valid address proof, as prescribed in Form ISR-1.
- d) Mobile number and E-mail address (if any).
- e) Bank account details i.e., Bank name, Branch details, Account number and IFS Code supported by self-attested bank statement/ bank attested copy of passbook or original blank cancelled cheque leaf.
- f) Specimen signature – Bank attested signature in the attached Form ISR-2.
- g) For providing the details regarding Nomination, please provide the details in Form SH-13. If you do not wish to nominate any person, then you have to submit 'Declaration to opt-out of nomination' in Form ISR-3. For any cancellation or change in nomination, Form SH-14 is to be provided. Please note that in case of cancellation of nomination by shareholder through Form SH-14, declaration to opt-out in form ISR-3 shall also be provided by the shareholder.

Further, the SEBI has mandated that transfer/sale of the shares held in physical form shall not be processed unless the same are held in the dematerialised form. This implies that you will not be able to transfer/sale the Company's shares held in physical form. In view of this, we request you to dematerialise your shares at the earliest.

We request you to send the above details/documents to the Company's Registrar & Transfer Agent ('RTA') at the following address:

**MCS SHARE TRANSFER AGENT LIMITED**

F- 65, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-1, New Delhi-110020

Phone No.: +91-11-41406149-52, Fax No.: +91-11-41709881

E-mail ID: helpdeskdelhi@mcsregistrars.com

Alternatively, you may also submit the same through electronic mode (email: helpdeskdelhi@mcsregistrars.com), provided that documents are sent through an e-mail of the shareholder registered with the Company and all the documents are digitally signed/self-attested by the shareholder (in case of joint holders, by first joint holder).

Thanking You,

For **Kajaria Ceramics Limited**

**R.C. Rawat**

**COO (A&T) & Company Secretary**

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**Phone:** +91-11-26946409 **Fax:** +91-11-26946407

**Website:** www.kajariaceramics.com **E-mail:** investors@kajariaceramics.com

Dear Shareholder(s),

## **Subject: Non-submission of 'Choice of Nomination'**

We wish to inform you that the Securities and Exchange Board of India ('SEBI') has, issued a Circular (Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81) on June 10, 2024 ('Circular') regarding Ease of Doing Investments - Non-submission of 'Choice of Nomination' and provided following relaxation, based on the representations received from the market participants:

1. Non-submission of 'Choice of Nomination' shall not result in freezing of Demat Account(s).
2. Shareholders holding shares in physical form shall be eligible for receipt of any payment including dividend, interest or redemption payment as well as to lodge grievance or avail any service request from the RTA even if 'Choice of Nomination' is not submitted by these shareholders.
3. Payments including dividend, interest or redemption payment withheld presently by the Listed Companies/RTAs, only for want of 'Choice of Nomination' shall be processed accordingly.

Notwithstanding the above, all new investors shall continue to be required to mandatorily provide the 'Choice of Nomination' for Demat Account(s) [except for jointly held Demat Account(s)].

The above said Circular can also be accessed on the website(s) of the SEBI at [www.sebi.gov.in](http://www.sebi.gov.in) or the Company at [www.kajariaceramics.com](http://www.kajariaceramics.com).

In accordance with the said Circular, the shareholders holding shares of the Company in physical form and who have not submitted only 'Choice of Nomination', will be eligible for receipt of dividend as well as to lodge grievance or avail any service request from the Company's RTA.

For ensuring smooth transmission of shares as well as to prevent accumulation of unclaimed assets in securities market, all existing shareholders of the Company are requested:

- To provide 'Choice of Nomination' to the concerned Depository Participant(s), who hold shares in Demat form; and
- To provide 'Choice of Nomination' (including PAN / KYC details / Bank details, if not yet provided) to the Company's Registrar & Transfer Agent ('RTA') at the following address, who hold shares in physical form:

### **MCS SHARE TRANSFER AGENT LIMITED**

F- 65, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-1, New Delhi-110020

Phone No.: +91-11-41406149-52, Fax No.: +91-11-41709881

E-mail ID: [helpdeskdelhi@mcsregistrars.com](mailto:helpdeskdelhi@mcsregistrars.com)

The Form(s) for providing the above said details are available at the website(s) of the Company//the Company's RTA.

Further, the SEBI has mandated that transfer/sale of the shares held in physical form shall not be processed unless the same are held in the dematerialised form. This implies that you will not be able to transfer/sale the Company's shares held in physical form. In view of this, we request you to dematerialise your shares at the earliest.

Thanking You,

For **Kajaria Ceramics Limited**

**R.C. Rawat**

**COO (A&T) & Company Secretary**