



मंगलूर रिफाइनरी एण्ड पेट्रोकेमिकल्स लिमिटेड
MANGALORE REFINERY AND PETROCHEMICALS LIMITED

अनुसूची 'अ' के अंतर्गत भारत सरकार का उद्यम, SCHEDULE 'A' GOVT. OF INDIA ENTERPRISE.

(ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड की सहायक कंपनी, A SUBSIDIARY OF OIL AND NATURAL GAS CORPORATION LIMITED)

आई.एस.ओ. 9001, 14001 एवं 50001 प्रमाणित कंपनी, AN ISO 9001, 14001 AND 50001 CERTIFIED COMPANY.

सीआईएन/CIN : L23209KA1988GOI008959 / वेबसाइट Website : www.mrpl.co.in

May 31, 2023

The Assistant General Manager,
Listing Compliance
BSE Limited
Scrip Code: 500109
Scrip Code (Debenture): 959161, 959162, 959250, 960362, 973692

The Compliance & Listing Department
National Stock Exchange of India Limited
Symbol: MRPL,
Debt Security Code: INE103A08027, INE103A08019, INE103A08035, INE103A08043,
INE103A08050

Dear Sir/Madam,

Subject: Intimation of Completion of dispatch of KYC Forms

We write with reference to (SEBI) circular Ref: SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing Investor's service requests by R&T & norms for furnishing PAN, KYC Details & Nomination.

In terms of above circular, we wish to inform that our Registrar and Transfer Agent, M/s. Link Intime India Private Limited has sent intimation to shareholders of the Company, holding shares in physical form and whose KYC details are not updated with a request to furnish valid PAN, KYC details and ensure Nomination through prescribed form.

A specimen of the intimation sent to such shareholders along with prescribed forms for updation of various KYC details are attached herewith for your ready reference and records.


The above information along with prescribed forms is also hosted on the website of the Company at www.mrpl.co.in.

This is for your information and records.

Thanking You,

Yours faithfully,

For Mangalore Refinery and Petrochemicals Limited


K B Shyam Kumar
Company Secretary

Encl.: A/a

To

Date: 31/05/2023

The Company Secretary
Mangalore Refinery and Petrochemicals Ltd
Mudapadav, Kuthethoor
P O Via Katipalla
Mangalore-575030

Subject: Dispatch of KYC letter as per SEBI Circular dated 16th March, 2023.

Dear Sir/Madam,

We refer to Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, and Advisory letter No. SEBI/HO/MIRSD/PoD-1/OW/P/2023/17664 dated April 28, 2023, on Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination.

We confirm that we have dispatched KYC intimation along with the ISR forms to 97421 physical shareholders who have not complied with KYC on 26th May 2023 by ordinary post.

Further as per the Circular, we have submitted Compliance Certificate issued by Practising Company Secretaries to SEBI on 30th May 2023.

This is for your information and records.

Thanking You,

Yours faithfully,
For Link Intime India Pvt. Ltd


Suman Shetty
Assistant Vice President – Client Relations



Mangalore Refinery and Petrochemicals Limited
(A Govt. of India Enterprise and a Subsidiary of ONGC Limited)
Registered Office & Investor Relation Call.: Mudapadav, Post Kuthethoor, Via Katipalla,
Mangaluru – 575030: Website : www.mrpl.co.in

CIN : L23209KA1988GOI008959

Dear Investor,

Subject: Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16 th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference nos SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 3rd November, 2021 and 14th December, 2021 respectively.

We refer to the above circulars issued by SEBI that mandate all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination of holders of physical securities. Email ID is optional; however, the security holders are requested to register email id also to avail online services. This is applicable for all security holders holding shares 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 above cited details/documents, (i.e. PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination) is/are not available on or after October 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 of any service from us, only after furnishing the complete documents / details as mentioned above.
 - To receive any payment including dividend, interest, or redemption amount (which would be only through electronic mode) only after they comply with the above stated requirements.
- 2) a) The formats for Nomination and Updation of KYC details viz; Forms ISR-1, Annexure to Form ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are also available on our website as mentioned here below:
<https://www.linkintime.co.in> → Resources → Downloads → KYC → Formats for KYC

In case you hold shares in multiple Companies, serviced by Link Intime India Private Limited wherein the names of the holders are in the same order, you may download the Annexure to Form ISR-1, from the above-mentioned website & provide the details of all such Companies & corresponding folios & submit along with other KYC documents.

b) For registering new bank details or where there is a change in such details, mandatory submission of Original cancelled cheque leaf bearing the name of the first named security holder or alternatively, submission of copy of bank passbook/ statement attested by the bank along with Form ISR- 2 is required. In the case of joint holding, updation of bank details will be done based on the documents provided by the first holder only.

B) Mandatory Linkage of PAN with Aadhaar–It is mandatory to link PAN with Aadhaar number by June 30, 2023, as per the Central Board of Direct Taxes (CBDT). Security holders who are yet to link their PAN with Aadhaar number are requested to get the same done before June 30, 2023. Post June 30, 2023 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar numbers. The securities held in folios which have no PAN registered against the same or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 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 the above, we request you to submit at the earliest, the KYC Request Form printed overleaf, and Form ISR-1 duly signed along with the required supporting documents, as applicable.

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 the RTA, who will retain copy(ies) of the document(s). Please note the registered shareholder(s) has to visit the office of the RTA for IPV and not his/her representative.
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 id is already registered with us, you may send the scanned copies of your KYC documents with additionally e-sign affixed on the documents at our dedicated email- id: kyc@linkintime.co.in. Kindly mention the email subject line as "KYC Updation - (Company Name) - Folio No :"
 - (b) Securities holders can also upload KYC documents with additionally e-sign affixed on the documents on our website <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

Physical copies of KYC documents please be sent to M/s Link Intime India Private Limited, Unit MRPL, C -101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400083

For Mangalore Refinery and Petrochemicals Limited

K B Shyam Kumar
Company Secretary

Dated 17 May, 2023

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

Form ISR – 1

(-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)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box)

Date : / /

<input type="checkbox"/> PAN	<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
<input type="checkbox"/> Bank details	<input type="checkbox"/> Registered Address	<input type="checkbox"/> E-mail address

B. Security and KYC Details [to be filled in by the First Holder]

Name of the Issuer Company	Folio No(s)	
Face value of Securities	Number of Securities	
Distinctive number of Securities (Optional)	From	To
E-mail Address		
Mobile Number		

C. I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

Name(s) of the Security holder(s) in Capital as per PAN Copies of PAN of all the Holder(s) duly self-attested with date to be enclosed with this Form.	PAN	PAN Linked to Aadhaar -Y/N Tick any one[✓] *
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

Note: PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any other date as may be specified by CBDT.

To know the status of your PAN Linked to Aadhaar check on this link: <https://www.incometax.gov.in/iec/foportal>

Bank Account Details of First Holder

Name of the Bank & Branch	IFSC
Bank A/c No.	Tick any one[✓]- Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other []

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

Demat Account Number	16 digit DP/CL []
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Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above 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 and documents enclosed are true and correct.

	First Holder	Joint Holder - 1	Joint Holder - 2	Joint Holder - 3
Signature				
Name				
Address				
PIN				

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

No.	✓	Document/Information/Details	Instruction/Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first Holder	<p>Provide self attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant. <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill* <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. <input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. <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. <input type="checkbox"/> The proof of address in the name of the spouse* <p>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</p>
4	<input type="checkbox"/>	Bank details	Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio.
5	<input type="checkbox"/>	E-mail address	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8		Nomination	<p>Submit Form(s) as per any ONE of the following options.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SH-13 For First Time Nomination <input type="checkbox"/> SH-14 For Cancellation or Variation in Nomination <input type="checkbox"/> SH-14 and ISR-3 For Cancellation of Nomination and to "Opt-Out" <input type="checkbox"/> ISR-3 To "OPT-Out" of Nomination or if No-Nomination is required

Note: All the above forms are also available on our website..

Form ISR – 2

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03,2021)

Confirmation of Signature of Securities Holder by the Banker

1. Bank Name and Branch	
2. Bank contact details	
Postal Address	
Mobile/Tel number	
E-mail address	
3. Bank Account number	<i>attach original cancelled cheque leaf</i>
4. Account opening date	
5. Account holder's PAN	Account Holder's Name
i)	i)
ii)	ii)
iii)	iii)
iv)	iv)
6. Latest photograph of the account holder(s)	
<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div> <p>i)- Holder Photo</p>	<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div> <p>ii)- Holder Photo</p>
<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div> <p>iii)- Holder Photo</p>	<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div> <p>iv)- Holder Photo</p>
7. Account holder(s) details as per Bank Records	
a) Address	
b) Mobile/Tel number	
c) Email address	
d) Signature(s) of the Holder(s)	
i) _____	<div style="border: 1px solid black; width: 200px; height: 100px; margin: 0 auto;"></div> <p><i>Bank Manager's Signature and Bank Seal</i></p>
ii) _____	
iii) _____	
iv) _____	
-- (To be Mandatorily Filled by the Bank Official) --	
Place:	Name of the Bank Manager :
Date:	Employee Code :
Mobile / Tel no:	Email id :

Form ISR - 3

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

(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]

Date: _____

Name of the Company: _____

Registered Address of the Company: _____

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 (s). (From - To)

I / we the holder(s) of the securities particulars of which are given here in above, **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.

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 / Signature of First Holder	Name / Signature Joint Holder 1	Name / Signature Joint Holder 2	Name /Signature Joint Holder 3

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]

Date: _____

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 (s).	Distinctive No (s). (From - To)
Equity/Debentures				

(2) PARTICULARS OF NOMINEE/S —

Name		Date of Birth:	
Address		Father's/Mother's/S pouse's name	
E-mail id		Relationship with the security holder	
Address		Nationality	

(3) IN CASE NOMINEE IS A MINOR —

Date of birth		Date of attaining majority	
Name of guardian:		Address of guardian:	

Name / Signature of First Holder	Name / Signature Joint Holder 1	Name / Signature Joint Holder 2	Name /Signature Joint Holder 3

Witness Details

Witness Name		Signature	
Address			