

May 28, 2024

**Listing department
National Stock Exchange of India
Limited**

Exchange Plaza, Plot no. C/1,
G Block, Bandra-Kurla Complex
Bandra (E), Mumbai - 400 051

Trading Symbol: ORIENTELEC

**Department of Corporate Services –
Listing
BSE Limited**

Phiroze JeeJeebhoy Towers,
Dalal Street, Fort,
Mumbai – 400 001

Scrip Code: 541301

**Sub.: communication sent to shareholders w.r.t. Furnishing of PAN, KYC details and
Nomination by holders of physical securities.**

Dear Sir/ Madam,

We wish to inform you that pursuant to Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 (subsequently amended by circular dated November 17, 2023) with regard to furnishing of PAN, KYC details and nomination by holders of physical securities, we have send the communication to all the physical shareholders whose KYC were not updated, requesting them to update the same at the earliest possible. A copy of letter sent to all the shareholders is enclosed for your reference.

This is for your information and records.

Thanking You,

Yours Sincerely,

For **Orient Electric Limited**

Hitesh Kumar Jain
Company Secretary
Encl.: as above

ORIENT ELECTRIC LIMITED

Corporate Identification Number: L31100OR2016PLC025892
Regd. Office: Unit-VIII, Plot No. 7, Bhoinagar, Bhubaneswar-751012, Odisha
E-mail : investor@orientelectric.com, Website : www.orientelectric.com

Date:

Folio No.

Dear Shareholder,

Sub: Non submission of KYC against your physical holdings- Urgent attention**Ref: SEBI Circular dated 16th March, 2023 (Master circular dated 17.05.2023).**

We draw your kind attention that SEBI, vide its circular dated November 03, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023) mandated that the security holders (holding securities in physical form), whose folio(s) are not updated with the KYC details (any of the details viz., PAN; Choice of Nomination; Contact Details; Mobile Number, Bank Account Details and signature, if any) shall be eligible for any payment including dividend, interest or redemption in respect of such folios, as may be applicable, **only through electronic mode** with effect from **April 01, 2024**. Further, such security holder shall not be able to lodge grievance or avail any service request from the Registrar and Share Transfer Agent ('RTA'), until the KYC details are updated.

You are requested to refer the FAQs issued by SEBI by accessing the link: https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf (FAQ No 38 & 39).

Accordingly, as mandated vide captioned circulars, the dividend, if any, payable by the Company, against your holdings is liable to be withheld if the KYC details are not updated against your holding. For the purpose of updation of KYC details against your folio, you are requested to send the details as per the formats specified below along with the supporting documents:

- Form ISR-1 duly filled in along with self attested supporting documents for updation of KYC details,
- Form ISR-2 duly filled in with banker attestation of signature along with Original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement,
- Form SH-13 for updation of Nomination.

You may download the above stated Forms and SEBI Circulars from the website of our RTA, KFin Technologies Limited ('KFinTech') through following link: <https://ris.kfintech.com/clientservices/isc/isrforms.aspx>

The above Forms are also available on the website of the Company at: <https://www.orientelectric.com/investors/other-disclosures#share-holder>

Please forward the duly executed KYC documents in any of the following modes to our RTA, M/s. KFin Technologies Limited (Unit: Orient Electric Limited), Selenium Tower-B, Plot No 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad – 500 032, Telangana.

Through hard copies which should be self -attested and dated. **OR**

Through electronic mode, provided that they are sent through E-mail id of the holder registered with RTA and all documents should be electronically/digitally signed by the Shareholder and in case of joint holders, by first joint holder. **OR**

Through web- portal of our RTA, KFinTech - <https://ris.kfintech.com>

Please treat this as our specific intimation for updation of KYC details as mandated vide SEBI Circular dated 16th March, 2023 (Master circular dated 17.05.2023).

For Orient Electric Limited**Name: Hitesh Kumar Jain****Company Secretary & Compliance officer**