



BIRLA CORPORATION LIMITED

CIN: L01132WB1919PLC003334

Birla Building, 9/1, R.N. Mukherjee Road, Kolkata – 700 001

Ph: 033-66166729/6737, Fax:033-22487988/2872

E – mail: investorsgrievance@birlacorp.com

Website: www.birlacorporation.com

Ref No. SEBI/CIR/NOV-DEC-21

24th December, 2021

Dear Shareholder(s),

Sub: Mandatory furnishing of PAN, KYC details, Bank Details and Nomination by holders of physical securities

SEBI vide Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 has made mandatory for all holders of physical securities to furnish/ update PAN, email address, mobile number, Nomination and bank account details with specimen signature to the Registrar & Share Transfer Agent (RTA) of the Company. The Company's RTA shall w.e.f. 1st January, 2022 process any service requests or complaint of the Shareholder only upon registration / updation of PAN, KYC and Nomination details. **The folios wherein anyone of the aforesaid documents/ details are not available shall be frozen by the RTA with effect from 1st April, 2023** as per the directive of SEBI and no service request received from the shareholders will be processed by the RTA/Company.

In view of the aforesaid regulatory requirements, Shareholders holding shares in physical form are requested to furnish the following document/details immediately to the Company's RTA in the relevant forms, as mentioned below:

Sl. No.	Purpose	Form No.	Form- web link
1.	Request for registering PAN, KYC Details, Bank Account Details or changes/updation thereof	ISR- 1	https://www.birlacorporation.com/investors/downloads/Form-ISR-1-p-BCL.pdf
2.	Confirmation of Signature of shareholder by the Banker (in case of major mismatch in the signature of the shareholder)	ISR-2	https://www.birlacorporation.com/investors/downloads/Form-ISR-2-p.pdf
3.	Registration of Nomination	SH-13	https://www.birlacorporation.com/investors/downloads/Form-No-SH-13-p-BCL.pdf
4.	Change/Cancellation of Nomination	SH- 14	https://www.birlacorporation.com/investors/downloads/Form-No-SH-14-p-BCL.pdf
5.	Declaration form for Opting-out of Nomination / Cancellation of Nomination*	ISR-3	https://www.birlacorporation.com/investors/downloads/Form-ISR-3-p-BCL.pdf

* Please use Form SH-14 and Form ISR-3 for cancellation of the existing nomination.

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Shareholders are requested to send all the required documents/ details duly signed to the Company's RTA i.e. MCS Share Transfer Agent Limited at 383, Lake Gardens, 1st Floor, Kolkata-700045 or email at mcssta@rediffmail.com.

Further, shareholders holding shares in physical form are also requested to ensure that their PAN is linked to Aadhaar by 31st March, 2022 or any other date as may be specified by the Central Board of Direct Taxes, in order to avoid freezing of folio.

Please note that after 31st December, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

In case of any queries or assistance, you are requested to contact our RTA at the details provided below:

MCS Share Transfer Agent Limited

Unit: Birla Corporation Limited

383, Lake Gardens, 1st floor

Kolkata 700045

Email: mcssta@rediffmail.com

Phone No. 033-40724051/52

Thanking you,

Yours faithfully,
For **Birla Corporation Limited**
Sd/-
Manoj Kumar Mehta
Company Secretary & Legal Head

Note: Please mention Folio number in all future communication.