

JYOTI LIMITED

CIN : L36990GJ1943PLC000363

Regd. Office : Nanubhai Amin Marg, Industrial Area, P.O. Chemical Industries, Vadodara - 390 003.

Phone : +91 63530 70339, +91 63530 70343 **Fax :** +91-265-2281871

Email : ashish@jyoti.com, **Website :** www.jyoti.com

22 May, 2023

Dear Shareholder,

Sub.: Request to furnish PAN & KYC details and registration of nomination in the folio of the holders of physical securities

Ref.: SEBI Circular (SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37) dated March 16, 2023

Pursuant to the captioned circular, SEBI, as an on-going measure to enhance the ease of doing business for investors in the securities market has mandated the following:

- furnishing of PAN, email address, mobile number, bank account details, signature updation and registration of nomination by holders of physical securities,
- any service request of the shareholder shall be entertained only upon registration of the PAN, Bank details and the nomination,
- shareholder to ensure that his/her PAN is linked to Aadhaar by **June 30, 2023** or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of his/her folio.

We observe from our records that you have not furnished some of the mandatory documents/ details against your shareholding in the physical folio. In this regard, we would request you to furnish the documents/ details, as per the table below, to the Registrar & Share Transfer Agent ("RTA") viz. M/s. MCS Share Transfer Agent Limited immediately on receipt of this letter.

Sr. No.	Particulars (Please select ✓ for updating the credentials)	Please furnish details in
1	PAN <input type="checkbox"/> Address <input type="checkbox"/> Email address <input type="checkbox"/> Mobile Number <input type="checkbox"/> Demat account details <input type="checkbox"/> Bank account details <input type="checkbox"/>	Form: ISR-1
2	Signature updation <input type="checkbox"/>	Form: ISR-2
3	Declaration to opt out nomination <input type="checkbox"/>	Form: ISR-3*
4	Nomination details <input type="checkbox"/>	Form: SH-13
5	Cancellation or Variation of nomination <input type="checkbox"/>	Form: SH-14**

*In case you wish to opt-out of the nomination, then there is no requirement to submit SH-13, only ISR-3 is to be submitted

**In case of cancellation of nomination through Form SH-14, then 'Declaration to Opt-out' shall be provided by the holder(s)

The above SEBI Circular dated March 16, 2023 can be accessed vide link:

http://www.jyoti.com/pdf/common_simplified_norms/sebi_circular_march_16_23.pdf

The aforesaid forms can be downloaded from the link:

http://www.jyoti.com/investor/common_and_simplified_norms_for_processing_investors_service_request.aspx
 or from the website of the RTA at: www.mcsregistrars.com

Freezing of Folios without PAN, KYC details and Nomination:

- a) Wherein any one of the aforesaid document/ details are not available **on or after October 01, 2023**, the Folios shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and shall not be eligible for receipt of dividend in physical mode;
- b) **On or after December 31, 2025**, the frozen folio(s) shall be referred by the RTA/ Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

You are requested to forward the duly filled-in and signed documents along with the related proofs as mentioned in the respective forms to the following address:

MCS Share Transfer Agent Limited

1st Floor, Neelam Apartment
88, Sampatrao Colony
Above Chappanbhog Sweet, Alkapuri
Vadodara - 390 007
Tel:(0265) 2314757, 2350490, Fax:(0265) 2341639

Alternatively, you may also send the documents through your registered email (if registered in the folio) to mcsldbaroda@gmail.com after applying e-sign# on the forms and proofs.

#Note: E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empanelled eSign Service provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-Sign.

At this juncture, we once again request the shareholders holding shares in physical form for getting their physical shares converted to demat at the earliest.

Kindly ignore this letter if all the above details have been updated.

Thanking you,

**Yours faithfully,
For Jyoti Limited**

sd/-

**Suresh Singhal
Vice President (Legal) & Company Secretary
M. No. F8289**