



India Glycols Limited

CIN: L24111UR1983PLC009097

Regd. Off: A-1, Industrial Area, Bazpur Road, Kashipur-244713, Distt. Udham Singh Nagar (Uttarakhand)

Tel.: +91 5947 269000/269500 Fax: + 91 5947 275315, 269535

Website: www.indiaglycols.com

Email: compliance.officer@indiaglycols.com

Date: 14th January, 2022

Dear Shareholder(s),

RE: Mandatory Furnishing of PAN, KYC Details and Nomination by Shareholders holding shares in physical mode.

The Securities and Exchange Board of India ("SEBI") vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 read with Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021 ("Circulars") prescribed mandatory provisions with regard to, inter-alia, the followings:-

- Furnishing of PAN, KYC details (i.e. Contact details- Postal address with PIN, Mobile Number, E-mail address, Bank account details (i.e. bank name and branch, bank account number, IFS Code etc.), Specimen Signatures) and Nomination, by the shareholders holding shares in physical mode.
- Compulsory linking of PAN and Aadhar by the shareholders holding shares in physical mode.
- Freezing of folios without valid PAN, KYC details and Nomination.

In view of the above, the holders of shares in physical mode are required to mandatorily furnish PAN, KYC details and Nomination details to the Company's RTA. **Folios wherein the aforesaid document/details are not available on or after 1st April, 2023 shall be frozen by the RTA.**

Further as per the above Circulars, holders of shares in physical mode are requested to ensure **linking of their PAN with Aadhar by 31st March, 2022 or any other date as may be specified by Central Board of Direct Taxes to avoid freezing of folios. The frozen folios shall be referred by the RTA/Company to the administrating authority under the Benami Transactions (Prohibitions) Act, 1988 and/ or Prevention of Money Laundering Act, 2002, if remain frozen as on 31st December, 2025.**

Keeping in view the above provisions, **shareholders holding shares in physical mode are requested to furnish PAN, KYC details, Nomination immediately** in the required forms as given below:-

Sl.No.	Purpose	Forms
1.	Request for registering PAN, KYC details or Changes/Updation thereof (only for shares held in physical mode)	Form- ISR-1
2.	Confirmation of Signature of shareholder by the Banker	Form- ISR-2
3.	Nomination form	Form- SH-13
4.	Cancellation*/Variation in nomination	Form- SH-14
5.	Declaration for opting out of Nomination	Form- ISR-3

* In case of cancellation of nomination, the shareholders shall also submit form ISR-3 in addition to form SH-14.

The abovesaid forms and the Circulars are available on the website of the Company at https://www.indiaglycols.com/investors/investor_index.htm. The forms can also be accessed from the RTA's website at www.mcsregistrars.com/downloads.php.

The above mentioned documents are to be provided to the Company's RTA i.e. MCS Share Transfer Agent Limited, F-65, 1st Floor, Okhla Industrial Area, Phase I, New Delhi - 110020 or email at admin@mcsregistrars.com along with the Name and Folio numbers.

It may be noted that in pursuance to the provisions of the abovesaid Circulars, from 1st January, 2022, RTAs shall not process any service requests or complaints received from the Shareholder(s)/claimants(s) till PAN/KYC/Nomination documents/details are received.

All the shareholders holding shares in physical mode are also hereby requested to convert their shares in the Demat form immediately, as transfer of physical shares except for transmission or transposition cases have been stopped w.e.f. 1st April, 2019 as per SEBI guidelines.

For any clarification, you may contact the Company Secretary of the Company at Head Office at Plot No. 2-B, Sector-126, Noida-201304, District Gautam Budh Nagar, Uttar Pradesh or E-mail at compliance.officer@indiaglycols.com or to RTA at MCS Share Transfer Agent Ltd., F-65, 1st Floor, Okhla Industrial Area, Phase - I, New Delhi-110020, E-Mail : admin@mcsregistrars.com.

Yours Sincerely,

For India Glycols Limited

Sd/-

Ankur Jain

Head (Legal) & Company Secretary