

Srl : «SI\_No»

Date : 31/01/2024

Folio No «Folio»

«Name»

Jh1 : «Jh1»

Jh2 : «Jh2»

«Adr1»

«Adr2»

«Adr3»

«Adr4»

Pin : «PIN»

Dear Member,

Unit: **Century Plyboards (India) Limited**

Sub: **Mandatory Furnishing of PAN, KYC details and Nomination by holders of physical securities**

Securities and Exchange Board of India ('SEBI') vide its Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/70 dated 17th May, 2023 read with Circular No. SEBI/HO/MIRSD/POD 1/P/CIR/2023/181 dated 17<sup>th</sup> November, 2023, has made it mandatory for each holder of physical securities to furnish his/her PAN, address, email ID, mobile number, bank account details, specimen signature and nomination to RTA or the Company.

We observe from our records that you have not furnished some of the mandatory documents/details against your holding. In compliance with the aforesaid regulatory requirement and as per SEBI directive mailed to RTA on 17<sup>th</sup> January, 2024 (extracts enclosed as Annexure A), we request you to furnish the required documents/details to our Registrar & Share Transfer Agents (RTA), M/s. Maheshwari Datamatics Pvt. Ltd., immediately on receipt of this letter.

Please note that the Folios wherein any one of the aforesaid document/information is not available shall be eligible:

- (i) To lodge grievance or avail any service request from the RTA only after furnishing the mandatory KYC requirements;
- (ii) For receipt of dividend (only electronic payment to be made from 1st April, 2024) upon complying with the mandatory KYC requirements.

In case you require any clarification please feel free to contact:

MR. RAVI BAHL, Maheshwari Datamatics Pvt. Ltd., Registrar & Share Transfer Agent 23, R.N. Mukherjee Road, 5th Floor, Kolkata – 700001

Kindly ensure to update KYC on or before the aforesaid date to continue to receive dividend.

Assuring you of our best services at all times.

Thanking You,

Yours faithfully,

For **Century Plyboards (India) Limited**

**Sundeep Jhunjhunwala**

**Company Secretary**

**FCS-4946**

**Annexure-A**

#### **SEBI directive vide mail to RTA on 17.01.2024**

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) do not have PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature updated, shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from **April 01, 2024**.

Further, relevant FAQs have also been published by SEBI on its website at the following web link for investor awareness:

[https://www.sebi.gov.in/sebi\\_data/faqfiles/jan-2024/1704433843359.pdf](https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf)

In this regard, Listed companies are hereby advised to prominently display the aforesaid requirements to be complied with by holders of physical securities on their respective websites. Listed companies shall also, directly or through RTA, intimate\* their security holders about folios which are incomplete with regard to PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature by providing the following message:

1. **In case of non-updation of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.**
2. **If a security holder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.**

\*Intimation shall be provided by physical letter as well as by email to the physical security holders provided postal address and/or email id are registered with the listed company/RTA.

**\*\*This is a computer generated letter and does not require any signature\*\***