

**K.C.P. SUGAR AND INDUSTRIES CORPORATION LIMITED**

Regd. Office: 'Ramakrishna Buildings', Post Box No.727, No.239, (Old No.183), Anna Salai, Chennai - 600 006

Tel: 044 - 2855 5171 to 5176, Fax: 044 - 2854 6617

e-mail: secretarial@kcpsugar.com

CIN: L15421TN1995PLC033198

Dear Shareholder,

Sub: Furnishing of PAN, KYC Details and Nomination

SEBI vide its Circular [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021](#) had mandated investors holding securities of listed companies in physical mode to update their PAN, KYC Details and Nomination, immediately, failing which all such physical folios shall be frozen with effect from April 1, 2023, thereby, the concerned investor shall be eligible to lodge a complaint or avail a service from Company / RTA or for payment of dividend (only through electronic mode), only after furnishing of complete documents / details, as asked herein.

Thus, those shareholders who are holding shares in physical form, in order to keep their folio in active status, are hereby requested to send immediately the following details, if not provided earlier or if there is a change, in respective forms, provided herein, duly filled and enclosing self-attested proofs as required in the respective forms, with the date of attestation, to our **Share Transfer Agent, M/s. Integrated Registry Management Services Private Limited, 2nd Floor, 'Kences Towers', No.1, Ramakrishna Street, T.Nagar, Chennai - 600 017:**

S. No.	Required Details	Furnish Details in	Download Form
1.	PAN including that of Joint Shareholders duly linked with Aadhaar	Form No. ISR-1	Form No. ISR-1
2.	Address with Pin code		
3.	Email Address		
4.	Mobile Number		
5.	Bank Account Details (Bank Name, Branch, Bank Account No., IFSC Code and MICR code)		
6.	Nomination Details	Form No. SH-13 / Declaration to Opt-out in Form No. ISR-3 / Cancellation or Change in Nomination in Form No. SH-14	Form No. SH-13 Form No. ISR-3 Form No. SH-14
7.	Specimen Signature	Form No. ISR-2	Form No. ISR-2

Securities held in physical form which stands frozen till 31/12/2025, shall be referred by RTA / Listed Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002.

Thanking you,

Yours Truly,

For **K.C.P.SUGAR AND INDUSTRIES CORPORATION LIMITED**

Sd/-

S. Jeba Elavarasi**Company Secretary and Manager - Legal**