

Ref: No. ABCL/SD/MUM/2023-24/MAY/30

31 May 2023

BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai 400 001**Scrip Code: 540691**
Scrip ID: ABCAPITAL**The National Stock Exchange of India Ltd**
Exchange Plaza, 5th Floor,
Plot. C/1, G-Block,
Bandra-Kurla Complex,
Bandra (East),
Mumbai 400 051
Symbol: ABCAPITAL

Dear Sir/ Madam,

Sub: Communication to the Shareholders holding shares in Physical Form for updation of KYC details

We wish to inform you that in compliance with the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023, the Company has sent intimation to the shareholders holding shares of the Company in physical form for updation of KYC details as prescribed in the aforesaid Circular.

A copy of the intimation sent to the shareholders is enclosed herewith for your information and record.

The above is for your information, records and dissemination please.

Thanking you,

Yours sincerely,

For **Aditya Birla Capital Limited****Amber Gupta**
Company Secretary**Cc:**
Luxembourg Stock Exchange
Market & Surveillance Dept.,
P.O. Box 165, L-2011 Luxembourg,
Grand Duchy of Luxembourg**Citi Bank N.A.**
Depositary Receipt Services
388 Greenwich Street
14th Floor, New York,
NY 10013**Citi Bank N.A.**
Custodial Services
FIFC, 11th Floor, C-54 & 55, G Block
Bandra Kurla Complex
Bandra (East), Mumbai 400 051
Listing Agent
Banque Internationale à Luxembourg SA
69 route d'Esch
L - 2953 Luxembourg
Grand Duchy of Luxembourg

Registered Office: Indian Rayon Compound, Veraval - 362 266, Gujarat Tel: +91 2876 243257 Fax: +91 2876 243220
CIN: L67120GJ2007PLC058890 | www.adityabirlacapital.com | abc.secretarial@adityabirlacapital.com

22nd May 2023

Ref No. :
Name of the Shareholder :
Address :

Second holder :

Third holder :

Dear Shareholder,

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

Ref: SEBI Circular no. SEBI/HO/MIRSD/ MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023

Kind Attention:

Request you to fill attached forms and return the same along with required documents and this original cover letter to enable us to process your request. We suggest you to retain a copy of this cover letter for your records.

We trust that you and your family are safe and in good health.

We draw your kind attention to our earlier letter dated 27th December 2021 and 16th February 2023 sent to you for updating KYC details.

The Securities and Exchange Board of India ("SEBI") has issued circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023 in supersession of SEBI circular no. SEBI/HO/MIRSD/ MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021 read with clarification issued by SEBI vide circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021 ("Circulars") for common and simplified norms for processing shareholder's service request by Registrar and Transfer Agents. The Circular provides for mandatory furnishing of PAN, KYC details, Nomination options; freezing of folios without valid PAN, compulsory linking of Aadhaar with PAN by investors holding shares in physical form, among others.

Copy of the Circular together with the relevant forms are available on the Company's website <https://www.adityabirlacapital.com/> and that of the KFin Technologies Limited, the Registrar and Transfer Agent ("KFin") at www.kfintech.com.

➤ **Freezing of Folios without PAN, email address, mobile number, bank account details, specimen signature and nomination by holders of physical securities.**

Folios wherein any one of the above-mentioned documents / details are not available on or after 1st October 2023 shall be frozen by KFin Technologies Limited (RTA) of the Company in terms of the aforementioned Circular and you will not be eligible to lodge grievance or avail service request. Further effective 1st April 2024, payment of dividend for such frozen folios should be made through electronic mode only.

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

➤ **Compulsory linking of PAN and Aadhaar by all shareholders in physical mode**

The folios in which PAN is not valid i.e. not linked to the Aadhaar number of the shareholder as on the notified cut-off date of 30th June 2023, or any other date as may be specified by the CBDT, will be frozen.

We have observed that you have not furnished the following mandatory documents/details in respect to your physical holding. You are required to furnish the details as per the table below, to RTA by sending the duly signed documents along with the related documentary evidence as mentioned in the respective forms.

Sr. No.	Documents / details to be provided by shareholders	Please furnish details in*
1	Valid Pan Linked with Aadhaar	Form No. ISR-1
2	Address with PIN Code	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	Form No. SH-13
7	Nomination details	
8	Declaration to opt-out of nomination	Form No. ISR-3

➤ **Please submit the documents / details listed in the below table to KFin (duly self-attested) at the following address:**

Mr. Ganesh Patro, Assistant Vice President
KFin Technologies Limited
Unit: **Aditya Birla Capital Limited**
Selenium Tower B, Plot Nos. 31 & 32, Financial District
Nanakramguda, Serilingampally Mandal, Hyderabad – 500 032
Telangana, India

The aforesaid forms are attached with this communication and can also be downloaded from the Company's website at <https://www.adityabirlacapital.com/investor-relations/shareholder-centre> or that of KFin website at www.kfintech.com.

You can also send the above-mentioned documents in electronic format through your registered email ID to einward.ris@kfintech.com subject to such documents shall be duly e-signed.

Please note that as per SEBI circular, the RTA shall not process any service requests or complaints received from the holder(s)/ claimant(s) until PAN, KYC and Nomination documents/ details are received.

Please feel free to get in touch with KFin or the Company for any clarifications / assistance that may be required.

Thanking you,

Yours sincerely,

For **Aditya Birla Capital Limited**

Sd/-

Amber Gupta

Company Secretary & Compliance Officer

ACS-14091

Encl. as above

Form ISR – 1

(See SEBI circular No. SEBI/HO/MIRSD/ MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023 on Common and Simplified Norms for processing investor's service request by RTA's and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF [For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: ___/___/___

A. I/We request you to Register/ Change/ Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

B. Security Details:

Name of the Issuer Company	Aditya Birla Capital Limited	Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of securities		
Distinctive number of securities (Optional)	Form	To

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document/ Information / Details	Instruction / Remark
1	✓	PAN of (all) the (joint) holder(s)	
		PAN	<input type="text"/>
		Whether it is Valid (linked to Aadhaar):	<input type="text"/>
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
			PAN shall be valid only if it is linked to Aadhaar by March 31, 2022*
2		Demat Account Number	<input type="text"/> Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first holder	Any one of the documents, only if there is change in the address; <ul style="list-style-type: none"> <input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by Depository Participant. <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. <input type="checkbox"/> Utility bills like Telephone Bill (only landline), Electricity bill or Gas bill - Not more than 3 months old. <input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. <input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. <input type="checkbox"/> The proof of address in the name of the spouse

4	Bank details	Account Number: _____ Bank Name : _____ Branch Name : _____ IFS Code : _____ Provide the following Original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank #
5	E-mail address	_____ #
6	Mobile	_____ #

* or any date as may be specified by the CBDT (DP: Depository Participant)

In case it is not provided, the details available in the CML will be updated in the folio

Authorization: I/We authorise you (RTA) to update the above PAN and KYC details in my/our folio (s) _____, _____, _____ (use Separate Annexure if extra space is required) in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature			
Name			
Full address			
PIN	<input type="text"/>	<input type="text"/>	<input type="text"/>

Form No. SH-13

Nomination Form

[Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the Companies
(Share Capital and Debentures) Rules 2014]

To

Name of the Company : **Aditya Birla Capital Limited**

Address of the Company : Indian Rayon Compound, Veraval - 362 266, Gujarat

I/We _____ the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following person(s) in whom shall vest all the rights in respect of such securities in the event of my/our death.

(1) Particulars of the Securities (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.	
				From	To

(2) Particulars of Nominee(s):

a	Name	
b	Date of Birth	
c	Father's/ Mother's/ Spouse's name	
d	Occupation	
e	Nationality	
f	Address	
g	E-mail id	
h	Relationship with the security holder(s)	

(3) In case Nominee is a Minor:

a	Date of birth	
b	Date of attaining majority	
c	Name of Guardian	
d	Address of Guardian	

Name and Address of Security Holder	Signature

Name and Address of Witness	Signature

Form ISR - 3

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(see SEBI circular No. SEBI/HO/MIRSD/ MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Name of the Company : **Aditya Birla Capital Limited**

Registered Address of the Company : Indian Rayon Compound, Veraval - 362 266, Gujarat

I / we the holder(s) of the securities particulars of which are given hereunder, ***do not wish to nominate*** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my/our death.

Particulars of the Securities (in respect of which nomination is being opted out)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.	
				From	To

I / we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my/our death, my/our legal heir(s)/representative(s) are required to furnish the requisite documents/details including Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration/Probate of Will or any other document as may be prescribed by the competent authority for claiming my/our aforesaid securities.

	First Holder	Second Holder	Third Holder
Name			
Address			
Signature			

Name and Address of Witness	Signature