Alembic
Touching Lives over 100 years

Date: 6th April, 2022

To,
National Stock Exchange of India Limited
Exchange Plaza, C-1, Block-G,
Bandra Kurla Complex,
Bandra East
Mumbai - 400051

Dear Sir/Madam,

Sub: Intimation under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations, 2015")

Pursuant to Regulation 30 of the Listing Regulations, 2015, please find enclosed herewith a specimen copy of the letter (excluding the annexures) sent to the shareholders holding shares in physical form in compliance with the SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021 (collectively referred to as "SEBI Circulars") requesting them to furnish their PAN, KYC details and Nomination details (including declaration to opt out) to the Registrar and Share Transfer Agent of the Company, i.e., Link Intime India Private Limited.

Further, in compliance with the said SEBI Circulars, the Company has also placed the communication / intimation in this regard on its website at https://alembiclimited.com/

We request you to kindly take the same on record.

Thanking you,

Yours faithfully,

For Alembic Limited

ALEMBIC LIMITED Vadodara

Drigesh Mittal
Company Secretary

Encl: A/a

LINK Intime

Link Intime India Pvt. Ltd
CIN: U67190MH1999PTC118368
C -101, 247 Park, L.B.S.Marg,Vikhroli (West),Mumbai - 400083
Tel: 0265-6136000 Email:kyc@linkintime.co.in
Website:https://www.linkintime.co.in

Dear Investor,

Subject: -Request for Updating the KYC details as per SEBI Circular No.SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd Nov 2021.

We refer to the above circular issued by SEBI that mandates all the listed companies to record the **PAN, Address with PIN code, Email address, Mobile Number, Bank Account details, Specimen Signature and Nomination by holders of physical securities**. This is applicable for all the security holders in physical mode.

The salient features and requirements of the circular are as follows:

A) **Non – updation of KYC - Folios : wherein any ONE** of the cited details/documents, (i.e PAN, Address with PIN code, Email address, Mobile Number, Bank Account details, Specimen Signature and Nomination) **are not available on or after April 01, 2023, shall be frozen as per SEBI circular.**

Notes:

1) The securities in the frozen folios shall be:
   - Eligible to lodge any grievance or avail service request from the RTA only after furnishing the complete documents / details as aforesaid.
   - Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.

2) a) The relevant formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website as mentioned below;
   https://www.linkintime.co.in → Resources→ Downloads→General→Formats for KYC.
   b) Original cancelled cheque leaf bearing the name of the first holder failing which first security holder is required to submit copy of bank passbook / statement attested by the bank which is mandatory for registering the new bank details.

B) **Mandatory Linkage of PAN with Aadhaar** - As per the Central Board of Direct Taxes (**CBDT) it is mandatory to link PAN with Aadhaar number** by March 31,2022. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs and the ones which are linked to the Aadhaar number. The folios in which PAN is / are not valid as on the notified cut-off date of **March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.**

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

In view of the above, we request you to submit the KYC Form printed on the reverse of this letter, duly completed along with Investor Service Request Form ISR-1 and the required supporting documents as stated in Form ISR-1 at the earliest.

You may use any ONE of the following modes for submission:

1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s).
2. **In hard copy**: by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign**:
   (a) In case your email is already registered with us, you may send the scanned copies of your KYC documents with **e-sign** at our dedicated email-id: **kyc@linkintime.co.in** Kindly mention the email subject line as **"KYC Updation - (Company Name) - Folio No :_____"**
   (b) Investors can also upload KYC documents with **e-sign** on our website **https://www.linkintime.co.in** → Investor Services → KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empanelled e-sign service providers available on https://cca.gov.in/ for the purpose of obtaining e-sign.

Yours faithfully,

For Link Intime India Pvt. Ltd
Investor Relation Cell (IRC)

This is a computer generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.

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