McLEOD RUSSEL
Believe in tea

22nd February 2022

The Secretary
BSE Ltd
P. J. Towers, 25th Floor
Dalal Street
MUMBAI – 400 001
Scrip Code: 532654

The Secretary
National Stock Exchange of India, Listing Dept.
Exchange Plaza, 5th Fl.
Plot No. C/1, G-Block
Bandra-Kurla Complex
Bandra(E)
MUMBAI – 400 051
Scrip Code: MCLEODRUSS

The Secretary
The Calcutta Stock Exchange Limited
7, Lyons Range
KOLKATA – 700 001
Scrip Code: 10023930

Dear Sirs,

SUB: INTIMATION UNDER REGULATION 30 OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015

In compliance with Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we are enclosing herewith copy of draft letter dispatched to all holders of physical securities of the Company on Friday, 18th February 2022 and Monday, 21st February 2022 as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 read with clarification Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021.

In this connection, the forms notified by SEBI are also available on the Company's website at www.mcleodrussel.com and RTA's website at www.mdpl.in .

Kindly take the above information in your records.

Yours faithfully,
McLeod Russel India Limited

Alok Samant

Alok Kumar Samant
Company Secretary

Encl: As Above

McLEOD RUSSEL INDIA LIMITED
CIN : L51109WB1998PLC087076
Registered Office: Four Mangoe Lane,
Surendra Mohan Ghosh Sarani, Kolkata - 700001
Phone: 033-2243-5391/5393, 2210-1221, 2248-9434/9435,
Fax : 91-33-2248-3683, 2248-8114, 2248-6824
E-mail: administrator@mcleodrussel.com, Website: www.mcleodrussel.com

Dear Shareholder(s),

Sub: Updation of PAN, KYC, Nomination, Bank Details, Linking of PAN with Aadhar, etc.
Ref: SEBI circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021

This is with reference to the SEBI circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 vide which SEBI has directed that listed companies and their Registrar and Share Transfer Agents (RTA) to collect requisite documents for mandatory update of PAN, KYC details, Nomination details and also compulsory linking of PAN and Aadhar by all shareholders holding shares in physical form.

In this connection, SEBI has notified following forms for updation of the above stated details:

i. Form ISR-1; Request for Registering PAN/KYC, Bank details or Changes/Updation thereof

ii. Form ISR-2; Confirmation of Signature of Shareholders by the Banker

iii. Form ISR-3; Declaration to Opt-out of Nomination

iv. Form SH-13; Nomination Form

v. Form SH-14; Change in Nomination

vi. Form SH-14 and ISR-3; Cancellation of Nomination

Shareholders are requested to submit Form ISR-1 for updating PAN and other KYC details with RTA of the Company and link the PAN with Aadhar with Maheshwari Datamatics Pvt. Ltd. **("RTA").** Linking of PAN with Aadhar has to be completed latest by March 31, 2022.

Shareholder shall furnish original cancelled cheque and banker's attestation of the signature as per form ISR-2 and submit to RTA.

Shareholder shall continue to use Forms SH-13 and SH-14 for declaration of nomination and change in nomination, respectively. However, in case Shareholder wants to opt-out of nomination, Form ISR-3 shall be filed with RTA.

Please furnish your Mobile Number and Email Address to our RTA for record and in order to receive communication through electronic means.

Shareholders are requested to ensure that the above details are updated with the RTA before March 31, 2023, since folios for which above details are not available thereafter shall be frozen, as per the directive of SEBI. Therefore, in order to avoid freezing of your folios, the shareholders are requested to comply with the aforesaid procedure and send the requisite documents at the earliest

to the RTA.

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

Further, please note, from January 01, 2022, the Company/RTA is not processing any service request or complaint received from the shareholder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received.

This information along with requisite forms is also available on the website of the Company www.mcleodrussel.com and website of the RTA mdpldc@yahoo.com

The aforementioned forms are required to be submitted to Maheshwari Datamatics Pvt. Ltd, the Registrar and Share Transfer Agent (RTA) at below mentioned address:

Maheshwari Datamatics Pvt. Ltd.
Unit : McLeod Russel India Limited
23, R. N. Mukherjee Road,
5th Floor, Kolkata – 700 001
Phone No. (033) 2248 2248 / 2243 5029
Fax No. 033 2248 4787
E-mail: mdpldc@yahoo.com

If you have already updated the above-stated information with Company / RTA, kindly ignore this letter.

Thanking you,

Yours faithfully
For McLeod Russel India Limited

Alok Kumar Samant
Company Secretary

Encl: As stated above

Dated: 10-02-2022
Place: Kolkata