

QCL/SEC/2025-26/30

July 18, 2025

To,

**BSE Limited,**  
1<sup>st</sup> Floor, New Trading Ring,  
Rotunda Building, PJ Towers,  
Dalal Street, Mumbai – 400 001  
**Security Code – 539978**

**National Stock Exchange of India Limited**  
Exchange Plaza,  
Bandra- Kurla Complex,  
Bandra (East), Mumbai – 400 051  
**NSE Symbol – QUESS**

Dear Sir/ Madam,

**Sub: Reminder Letter to holders of physical securities for furnishing the KYC details**

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and in compliance with the SEBI Master Circular for Registrars to an Issue and Share Transfer Agents dated June 23, 2025, please find enclosed herewith a copy of the letter sent to the holders of physical securities, for furnishing the PAN, KYC, Nomination details, and etc. on July 18, 2025.

The above information will also be available on the website of the Company at [www.quesscorp.com](http://www.quesscorp.com)

Kindly take the above information on record and acknowledge.

Yours sincerely,

**For Quess Corp Limited**

**Kundan K Lal**  
**Company Secretary & Compliance Officer**  
**Membership No.: F8393**

Encl: as above

**Quess Corp Limited**

Quess Tower, Sky Walk Avenue, 32/4, Hosur Road, Roopena Agrahara, Bommanahalli, Bengaluru– 560068, Karnataka, India  
Tel: +91 080-49345666 | contactus@quesscorp.com | CIN: L74140KA2007PLC043909

**QUESS CORP LIMITED**

CIN: L74140KA2007PLC043909

**Reg. Office:** Quess Tower, Sky Walk Avenue, 32/4, Hosur Road, Roopena Agrahara,  
Bommanahalli, Bengaluru– 560068, Karnataka, India; **Tel:** +91 080-49345666;**Email:** [investor@quesscorp.com](mailto:investor@quesscorp.com); **Website:** [www.quesscorp.com](http://www.quesscorp.com)**Name:** XXXXX  
**Address:** XXXXX**Date:** 17-07-2025**Folio No.:** XXXXX

Dear Shareholder,

**Subject: Reminder to update KYC details against your physical holdings****Ref: Securities and Exchange Board of India (SEBI) Circular dated March 16, 2023, read with SEBI Master Circular dated June 23, 2025**

We draw your kind attention to the above mentioned SEBI circulars which mandates that the security holders (holding securities in physical form), whose folio(s) are not updated with respect to any of the KYC details (viz., PAN; Choice of Nomination; Contact Details including postal address with Pin code; Mobile Number, Bank Account Details and specimen signature, if any) 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. You may also refer to the SEBI FAQs clarifying this by accessing the link: [https://www.sebi.gov.in/sebi\\_data/faqfiles/sep-2024/1727418250017.pdf](https://www.sebi.gov.in/sebi_data/faqfiles/sep-2024/1727418250017.pdf) (FAQ Nos. 38 to 42).

Accordingly, as mandated vide captioned circulars, the dividend payable against your holdings shall be liable to be withheld if the KYC details are not updated against your holdings.

In this connection, the current status of the below-mentioned folio is provided for your ready reference, and we request you to comply with the required mandatory fields with top priority to enable the credit of dividend, if any, which may be declared by the Company.

Name of the Security holder(s)	PAN (Mandatory) ( A )	Specimen Signature (Mandatory) ( B )	Mobile No. (Mandatory) ( C )	Nominee Details (Mandatory) ( D )	Email ID (Optional)* ( E )

\*Email ID, even though Optional, security holders are requested to register their email ID also to avail online services.

**Bank Details:**

Name of the Bank			
Bank Account Number			
IFSC		MICR No	

For the purpose of updation of KYC details against your folio, you are requested to send the details as per the formats specified below, along with the supporting documents:

- Form ISR-1 duly filled in, along with self-attested supporting documents for updation of KYC details.
- Form ISR-2 duly filled in with banker attestation of signature along with Original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/ statement.
- Form SH-13 for updation of Nomination for the aforesaid folio or ISR-3 for "Opt-out of the Nomination".
- Form SH-14 for cancellation or variation of Nomination for the aforesaid folio.

Investors/ Shareholders can download the above-mentioned forms & the SEBI Circulars from the website of the Company at <https://www.quesscorp.com/investor-other-information/> and from the website of MUGF Intime India Private Limited, the Registrar and Transfer Agent (RTA) of the Company, at <https://web.in.mpms.mufg.com/KYC-downloads.html>.

Please submit the duly executed KYC documents to the RTA of the Company at MUGF Intime India Private Limited (Formerly Link Intime India Private Limited), C 101, 247 Park, LBS Marg, Vikhroli West, Maharashtra, Mumbai – 400083.

- Through courier of hard copies, which should be dated and self-attested;  
OR
- Through electronic mode to the RTA at [rnt.helpdesk@in.mpms.mufg.com](mailto:rnt.helpdesk@in.mpms.mufg.com), provided that documents are sent through the e-mail ID of the shareholder registered with the RTA, and all documents should be electronically/ digitally signed by the Shareholder and, in case of joint holders, by the first joint holder.

We would request you to comply with the above requirements at the earliest, to avoid any withholding of dividend payable to you by the Company.

**For Quess Corp Limited****Sd/-**  
**Kundan K Lal**  
**Company Secretary & Compliance Officer**  
**Membership No.: F8393**