JKLC/KYC/2024
Date: 9th September 2024

**SUB:(1) REMINDER TO FURNISH PAN, KYC (INCLUDING BANK ACCOUNT DETAILS)
AND NOMINATION DETAILS**

(2) PAYMENT OF FINAL DIVIDEND (F.Y. 2023-24)

Dear Shareholder,

1. In furtherance to our letter dated May 24, 2023 and as per SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 7th May 2024 as amended, Shareholders holding securities in physical mode shall mandatorily furnish the following details to the Registrar and Share Transfer Agent ('RTA') of the Company as an on-going measure to enhance the ease of doing business for investors in the securities market pertaining to Common and Simplified norms for processing any service request from the shareholder/investors:

   - Permanent Account Number ('PAN');
   - Nomination details (either opt-in or opt-out);
   - Contact details (Postal address with PIN Code and Mobile Number etc.);
   - Bank Account details (Bank Name & Branch, Bank Account Number and IFSC); and
   - Specimen Signature through Form ISR-2

   Since one/or more of the aforesaid details with respect to the physical share(s) held by you in the Company are not available/updated in the database of the Company's RTA– M/s MCS Share Transfer Agent Limited, we request you to furnish the above particulars to the Company's RTA through the Form ISR-1 and ISR-2, alongwith the necessary attachments/documents stated in the Forms. Copies of the said Forms can be downloaded from the website of the Company as https://www.jklakshmicement.com/kyc-documents/ or from the website of the Company's RTA at https://www.mcsregistrars.com/downloads.php, While filling up the Forms, please strikeout the portion which is not applicable to you.

   Please note that PAN to be furnished by you should be linked with your Aadhaar. In the event such linkage is not done, then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which no PAN has been furnished.

2. For appointing a Nominee in respect of Shares held by you in the Company, you are requested to furnish the Form SH-13. In case you do not wish to nominate any person then, please furnish the Form ISR-3 and for cancellation / change in nomination at a later date, please furnish the Form SH-14. The said Forms can be downloaded from the website of the Company at https://www.jklakshmicement.com/kyc-documents/ or from the website of the Company's RTA at https://www.mcsregistrars.com/downloads.php. While filling up the Forms, please strikeout the portion which is not applicable to you.

3. **PAYMENT OF FINAL DIVIDEND @ ₹ 4.50 PER SHARE (90%) FOR F.Y 2023-24 ONLY IN ELECTRONIC MODE**
   The Shareholders may note that in compliance of the aforesaid SEBI's Master Circular, since your Folio is not KYC's compliant (including non-availability of Bank Account details, if any), the final Dividend @ ₹ 4.50 per Share (90%) declared by the Shareholders in their Annual General Meeting held on 23rd August 2024 is due for payment in respect or Shares held by you in the Company and **shall be made electronically only upon furnishing the information /documents as mentioned at Sr. No. 1 above**.

4. Please convert your shares in the Demat form immediately, as transfer of physical shares except for transmission or transposition cases have been stopped w.e.f. 1st April 2019 as per relevant SEBI guidelines.

5. You are requested to kindly take note of the above and furnish the aforesaid information/documents at the earliest to the Company's RTA-*MCS Share Transfer Agent Limited, F-65, 1st Floor, Okhla Industrial Area, Phase-1, New Delhi-110 020. Email id : admin@mcsregistrars.com, Phone No.: 011-41406149-52.*

Thanking you,
For JK Lakshmi Cement Ltd.
Sd/-
Amit Chaurasia
Company Secretary