



02nd June 2023

The Secretary,
BSE Ltd.,
P.J. Towers, Dalal Street,
MUMBAI-400 001.
Scrip Code: 532654

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

The Secretary,
The Calcutta Stock Exchange,
Association Ltd.,
7, Lyons Range,
KOLKATA-700 001.
Scrip Code: 10023930

Dear Sir/Madam,

Sub: Intimation under Regulation 30 and 51 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), Regulations, 2015 w.r.t communication made to security holders on Updation of PAN, KYC, Nomination, Bank Details etc.

Reference is drawn to the SEBI Circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021, SEBI Circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 and SEBI/HO/MIRSD/MIRSD-POD-1/P/CIR/2023/37 dated March 16, 2023, which mandated investors holding securities of listed companies in physical mode to furnish details as given below:

1. Valid PAN including that of joint shareholders duly linked with Aadhaar
2. Nomination (If shares are held in single name)
3. Postal Address with Pin code, Email id and Mobile Number
4. Bank Account details (Bank Name, Branch, Bank Account No, IFSC Code and MICR code)
5. Specimen Signature

In terms of the aforesaid SEBI Circulars, reminders have been made dispatched on 28th May 2023 through Registered Post to the security holders holding securities in physical mode informing them about the contents of the Circular along with request to dematerialize the securities with Depository Participant within the time limits as prescribed by SEBI.

A copy of the reminder letter is enclosed herewith for your reference. We request you to kindly take the same on record

Thanking you,

Yours faithfully,

McLEOD RUSSEL INDIA LIMITED

ALOK
KUMAR
SAMANT
Digitally signed by
ALOK KUMAR
SAMANT
Date: 2023.06.02
17:42:58 +05'30'

ALOK KUMAR SAMANT
COMPANY SECRETARY

Encl: as above

Registered Office :

McLEOD RUSSEL INDIA LIMITED

Corporate Identity Number (CIN) : L51109WB1998PLC087076
FOUR MANGOE LANE, SURENDRA MOHAN GHOSH SARANI, KOLKATA - 700 001
TELEPHONE : 033-2210-1221, 2248-9434 / 35, FAX : 91-33-2248-8114 / 6265
E-mail : administrator@mcleodrusel.com Website : www.mcleodrusel.com



A Williamson Magor Group Enterprise

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

Date: 25th May 2023

Dear Member

Unit:

Sub: Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD/1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference nos. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD_RTAMB/ P/CIR/2021/687 dated 3rd November, 2021 and 14th December, 2021 respectively.

Reg: Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination.

In terms of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 issued by SEBI in this regard, it has been made mandatory for each holder of physical securities to furnish his/her PAN, address, email id, mobile number, bank account details, specimen signature and nomination to RTA or the Company. The Folios wherein any one of the aforesaid document/information is not available on 1st October, 2023 shall be frozen and such shareholder will not be eligible (i) to lodge grievance or avail service request from the RTA; and (ii) for receipt of dividend (only electronic payment to be made from 1st April, 2024).

Additionally, such shareholders are requested to ensure that their PAN is linked to Aadhaar by 30th June, 2023 or any other date as may be notified by the Central Board of Direct Taxes to also avoid freezing of their folio(s).

In view of the above, shareholders holding shares in physical form are requested to furnish/update PAN, KYC details and Nomination immediately to the Company/RTA in the filled-in forms (as detailed below) to ensure that their folios are not frozen. All the required forms are available on Company's website www.mcleodrussel.com as well as RTA website www.mdpl.in .

S. No.	Particulars	Form No.
1.	Request for registering PAN, KYC details or changes / updation thereof	ISR – 1
2.	Confirmation of Signature of securities holder by the Banker	ISR – 2
3.	Registration of Nomination	SH – 13
4.	Variation of Nomination, if any	SH – 14
5.	Declaration Form for Opting-out of Nomination, if any	ISR – 3
6.	Cancellation of Nomination, if any	SH-14 ISR - 3

Please note that an early action from your end is suggested as SEBI has asked RTAs not to entertain any service request and the account will be frozen on 01/10/2023 as per above circular where the above details are not available.

In case you require any clarification please feel free to contact:

Mr. Ravi Bahl,
Maheshwari Datamatics Pvt. Ltd.,
Registrar & Share Transfer Agent
23, R.N.Mukherjee Road, 5th Floor, Kolkata – 700001
Email: mdpldc@yahoo.com

Assuring you of our best services at all times.

For McLeod Russel India Limited
S/d
Alok Kumar Samant
Company Secretary

This is a computer generated letter and does not require any signature