

IFB

IFB INDUSTRIES LTD.

CIN. : L51109WB1974PLC029637

Registered Office : 14 Taratolla Road, Kolkata-700088

Ph. : (91) (33) 30489299 | Fax : (91) (33) 3048 9230

Email : investors@ifbglobal.com | Website : www.ifbindustries.com

BY SPEED POST/ REGISTERED POST

December 31, 2021

Dear Shareholder,

Sub: **Furnishing of PAN, KYC and Nomination details etc.**

This is to bring to your notice that the Securities and Exchange Board of India ("SEBI") vide its Circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 Dated November 3, 2021 has mandated furnishing of the following documents / details by **all the holders of Physical Securities**.

1. PAN
2. Nomination details
3. Contact details (postal address with PIN, Mobile Number and E-mail address)
4. Bank Account details (Bank name and branch, bank account number, MICR, IFSC Code)
5. Specimen Signature

Since the aforesaid details with respect to the shares held by you in the Company are not present in the database of our Registrars, we request you to kindly furnish the same to our Registrars through the enclosed **Form ISR-1**, alongwith the necessary attachments / documents as stated in the form itself. While filling up the form please strike out the portion which is not applicable to you.

Please also note that the PAN to be furnished by you **should be linked with Aadhaar**. In case the same is not so linked you are requested to do the same by March 31, 2022. In the event such linkage is not done within the specified date, 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 PAN has not been furnished.

If you want to register/update your Signature in the Company/RTA records, please submit **Form ISR-2** duly verified by your Banker. A copy of **Form ISR-2** is enclosed herewith. The same is also available on the website of the Company.

For appointing a nominee you are requested to furnish the enclosed **Form SH-13**. While filling up the form please strike out the portion which is not applicable to you.

In case you do not wish to nominate any person with respect to the physical shares held by you then, please furnish the **Form ISR-3**.

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In case you wish to cancel / change nomination at a later date with respect to the physical shares held by you then, please furnish the enclosed **Form SH-14**.

Copies of the above-mentioned Forms can also be downloaded from the website of the company at www.ifbindustries.com or from the website of our Registrars at <http://www.cbmsl.com>.

The aforesaid documents as stated above can be provided to our Registrars by any of the following mode:

1. Through "In person Verification". In this case kindly bring the original documents alongwith copy thereof. The copy will be retained by the Registrars after proper verification.
2. Through hard copies which are self attested with dated.
3. Through electronic mode with e-signature.

In the event of failure in submission of aforesaid details, your folio is liable to be frozen by the Registrars then w.e.f. April 1, 2023. Such frozen securities shall be referred by the Registrars or the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025.

Kindly note that in compliance with SEBI notification no. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 and further notification dated November 30, 2018, with effect from April 1, 2019, transfer of securities shall be processed by the Company/Company's Registrar & Transfer Agent ONLY in Dematerialised form.). Hence, we also request you to convert your physical shares into Dematerialized (Demat) form immediately to avoid risk.

As such you are kindly requested to take a note of the above and furnish the aforesaid documents by January 31, 2022 at the earliest.

In case you have already furnished the aforesaid documents, then kindly ignore this communication.

Please note the following contact information of our RTA for submission of details as stated above:

M/s CB Management Services (P) Ltd
P 22 Bondel Road, Kolkata, West Bengal - 700 019
Email: rta@cbmsl.com
Phone: 033-40116700

Thanking you,

Yours faithfully,
For IFB Industries Ltd

Sd/-
Company Secretary

Encl.: as above