



GRASIM INDUSTRIES LIMITED

CIN: L17124MP1947PLC000410

Registered Office: P.O. Birlagram, Nagda - 456 331, Dist. Ujjain, Madhya Pradesh, India, **Tel. No.:** +91 7366-246766
Corporate Office: Aditya Birla Centre, "A" Wing, 2nd Floor, S.K. Ahire Marg, Worli, Mumbai - 400 030, Maharashtra, India
Tel. No.: +91 22 6652 5000 / 2499 5000; **Fax No.:** + 91 22 6652 5114 / 2499 5114
E-mail: grasim.secretarial@adityabirla.com; **Website:** www.grasim.com

December 27, 2021

Ref No. :
Name of the Shareholder :
Address :

Second holder :

Third holder :

Dear Shareholder,

Sub: Furnishing of PAN, KYC details and Nomination by holders of physical securities and norms for processing investor's service request by RTA's

We trust that you and your family are safe and in good health.

The Securities and Exchange Board of India ("SEBI") vide circular no. SEBI/HO/MIRSD/ MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 ("Circular") has laid down the common and simplified norms for processing shareholder's service request by Registrar and Transfer Agents effective from 1st January, 2022. The Circular also provides for mandatory furnishing of PAN, KYC details, Nomination options; freezing of folios without valid PAN, compulsory linking of Aadhar with PAN by investors in physical form, among others. Further, SEBI vide circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021 has issued clarifications with respect to the Circular dated 3rd November, 2021 as above.

Copies of the Circulars together with the relevant forms are available on the Company's website www.grasim.com and that of the KFin Technologies Private Limited, the Registrar and Transfer Agent ("KFin") at www.kfintech.com

It is in your interest to provide the details / documents. If already provided, please treat this communication only as an information.

Please submit the documents / details listed in the below table to KFin (duly self-attested) at the following address:

Mr. Ganesh Patro, Senior Manager
KFin Technologies Private Limited
Unit: **Grasim Industries Limited**
Selenium Tower B, Plot Nos. 31 & 32, Financial District
Nanakramguda, Serilingampally Mandal, Hyderabad – 500 032
Telangana, India

Sr. No.	Particulars	Please furnish details in
1	Valid Pan Linked with Aadhar	Form No. ISR-1
2	Address with PIN Code	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details	Form No. SH-13
8	Declaration to opt-out of nomination	Form No. ISR-3

* The aforesaid forms are attached with this communication and can also be downloaded from the Company's website at www.grasim.com or that of KFin website at www.kfintech.com.

You can send the above documents duly e-signed through your registered email ID to einward.ris@kfintech.com. E-Sign is an integrated service, which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. Please visit <https://cca.gov.in> for the purpose of obtaining an e-sign.

Freezing of Folios without PAN, KYC details and Nomination

Folios wherein any one of the abovementioned documents/details are not available on or after 1st April, 2023 shall be frozen by KFin/ the Company in terms of the aforementioned Circular. *The frozen folios shall be referred by KFin/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 31st December, 2025.*

Compulsory linking of PAN and Aadhaar by all shareholders in physical mode

From 31st March, 2022, KFin will accept only valid PAN and also verify that the PAN in the existing folios are valid; i.e. whether it is linked to the Aadhaar number of the shareholder. The folios in which PAN is not valid as on the notified cut-off date of 31st March, 2022 or any other date as may be specified by the Central Board of Direct Taxes, will be frozen.

Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities

From 1st January, 2022, the RTA shall not process any service requests or complaints received from the holder(s)/ claimant(s) until PAN, KYC and Nomination documents/ details are received.

Please feel free to get in touch with KFin or the Company for any clarifications / assistance that may be required.

Thanking you,

Yours sincerely,

For **Grasim Industries Limited**

sd/-

Sailesh Kumar Daga

Company Secretary

F-4164

Encl. as above