

Link Intime India Pvt. Ltd.
CIN: U67190MH1999PTC118368
C-101, 247 Park, L.B.S.Marg, Vikhroli(West), Mumbai – 400083
Tel: (0) 810 811 6767 Email: kyc@linkintime.co.in
Website: <https://www.linkintime.co.in>

Date :
Serial No:

Unit Name : Alembic Limited

Dear Sir/Madam,

Subject: Reminder to update KYC details pursuant to SEBI Circular bearing reference nos. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023 & S E B I /HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 (now rescinded due to issuance of Master Circular dated May 07,2024) and SEBI directive vide e-mail to RTA on 23.01.2024

We refer to the above circulars issued by SEBI that mandates all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature of physical securities. Email Address and Nomination of shareholders is optional, the security holders are requested to register Nomination and email address to avail online services. This is applicable for all security holders holding shares in physical mode.

The salient features and requirements of the circular are as follows:

- A) In case of non-updation of PAN or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.
- B) If a security holder updates the PAN, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.

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

Folio No: @FolioNo@

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

* PAN status is not valid or Aadhar is not seeded

Bank Details :

Name of the Bank					
Bank Account Number					
IFSC			MICR No		

Email address and Choice of Nomination even though Optional, security holders are encouraged to provide the same in their own interest. The formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circulars are available on our website as mentioned below:

<https://www.linkintime.co.in> → Resources→ Downloads→KYC →Formats for KYC.

We would request you to comply with the above requirements at the earliest which would ensure credit of dividend amount to your bank account on time by the issuer company.

Note : Shareholders holding shares in physical form are requested to kindly convert shares from physical form to demat form at the earliest possible as it will be beneficial for market liquidity

**Yours faithfully,
For Link Intime India Pvt. Ltd
Investor Relation Cell (IRC)**

This is a computer generated letter and hence no signature is required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.