



ANDREW YULE & COMPANY LIMITED

[A Government of India Enterprise]

Registered Office: "Yule House", 8, Dr. Rajendra Prasad Sarani, Kolkata - 700 001
CIN: L63090WB1919GOI003229; Ph.: 033 2242-8210/8550; Fax No.: 033 2242-9770;
E-mail: com.sec@andrewyule.com; Website: www.andrewyule.com

Dated: 01-01-2022

Dear Shareholder(s),

**Sub.: Intimation to furnish valid PAN, KYC details and Nomination
by shareholders holding physical shares**

The Securities and Exchange Board of India ('SEBI') has mandated vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 and subsequent clarification vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 for all the security holders holding securities in physical form to furnish/ update PAN, email address, mobile number, Nomination and bank account details with specimen signature to the Registrar & Share Transfer Agent (RTA) of the Company. **The Company's RTA shall w.e.f. 1st January, 2022 process any service requests or complaint of the Shareholder only upon registration / updation of PAN, KYC and Nomination details. The folios wherein anyone of the aforesaid documents/ details are not available shall be frozen by the RTA with effect from 1st April, 2023 as per the directive of SEBI and no service request received from the shareholders will be processed by the RTA/Company.**

In view of the aforesaid regulatory requirements, shareholders holding shares in physical form are requested to furnish the following document(s)/details immediately to the Company's RTA in the relevant forms, as mentioned below:

Sl. No.	Form No.	Purpose
1	ISR-1	Request for registering PAN, KYC Details, Bank Account Details or changes/ updation thereof
2	ISR-2	Confirmation of Signature of shareholder by the Banker (in case of major mismatch in the signature of the shareholder)
3	ISR-3	Declaration Form for Opting-out of Nomination (if any)
4	SH-13	Registration of Nomination
5	SH-14	Change/Cancellation of Nomination

Kindly note that all the above-mentioned forms are available on the website of the Company www.andrewyule.com under "Investor Relations" section for download.

Shareholders are requested to send all the required documents/ details duly signed to the Company's RTA i.e. MCS Share Transfer Agent Limited through the modes as mentioned in the aforesaid SEBI circular.

Further, shareholders holding shares in physical form are also requested to ensure that their PAN is linked to Aadhaar by 31st March, 2022 or any other date as may be specified by the Central Board of Direct Taxes, in order to avoid freezing of folio.

Please note that after 31st December, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

In case of any queries or assistance, you are requested to contact our RTA at the details provided below:

MCS Share Transfer Agent Limited
Unit: Andrew Yule & Company Limited
383, Lake Gardens, 1st floor
Kolkata - 700045
Email: mcssta@rediffmail.com
Phone No. 033-40724051/52

Thanking you,

Yours faithfully,
For Andrew Yule & Company Limited
Sd/-
Sucharita Das
Company Secretary

- This is a Computer generated letter and does not require any signature -