



**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: 13-04-2022

Folio No.:

Name:

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. 1<sup>st</sup> 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 1<sup>st</sup> 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](http://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 31<sup>st</sup> 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 31<sup>st</sup> 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, 1<sup>st</sup> floor  
Kolkata - 700045  
Email: [mcssta@rediffmail.com](mailto: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.