



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

Date: 29-04-2023

Folio No.:

Name:

Address:

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') vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 has mandated for all the security holders holding securities in physical form to furnish/update PAN, postal address, email address, mobile number, nomination and bank account details with specimen signature for their corresponding folio numbers to the Registrar & Share Transfer Agent (RTA) of the Company. **The folios wherein anyone of the aforesaid documents/details are not available on or after October 01, 2023, shall be frozen by the RTA as per the directive of SEBI.**

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

Please note that all the above mentioned forms are available on the website of the Company www.andrewyule.com under "Investor Relations" section which may please be downloaded for your necessary action.

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.

The security holder(s) whose folio(s) have been frozen are eligible to lodge grievance or avail any service request from the RTA only after furnishing the complete documents/details as mentioned in the aforesaid SEBI Circular and the RTA shall revert the frozen folios to normal status upon receipt of all the documents/details.

Further, as required by the Income Tax Authorities, please link your PAN Card Number and Aadhar card number by the date as specified by the Central Board of Direct Taxes, (CBDT), if not linked earlier, to avoid freezing of your folio. Kindly note that the folios under which PAN is/are not valid as on the notified cut-off date or any other date as may be specified by CBDT shall be frozen by the Company.

Kindly note that the frozen folios shall be referred by RTA/Company to the administering authority after 31st December, 2025 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 -