



CIN : L26942TG1979PLC002485
GST No.: 36AABCK1868J1ZB

KAKATIYA CEMENT SUGAR & INDUSTRIES LIMITED

1-10-140.1, 'GURUKRUPA' Ashok Nagar, Hyderabad - 500 020.

REF:KCSIL:SEC:2022:

February 15, 2023

1. BSE Limited
Phiroze Jeejeebhoy Towers
Dalal Street
MUMBAI - 400 001.
2. The Manager,
Listing Department,
National Stock Exchange of India Ltd.,
Exchange Plaza, 5th Floor,
Plot No.C/1, G Block,
Bandra-Kurla Complex, Bandra (E),
MUMBAI - 400 051.

Dear Sir,

Sub : Updation of KYC details and Nomination by holders of physical securities

Please find attached the draft letter being sent to the shareholders, holding shares in physical form for updation of KYC details and Nomination.

This is for your information and record.

Thanking you,

Yours faithfully,
for Kakatiya Cement Sugar & Industries Limited,

SESHA
SAYEE
VORUGANTI
Date: 2023.02.15
Time: 14:39 +05'30'
Company Secretary &
Compliance Officer

Encl : a/a

Sub: Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities and also availability of Dispute Resolution Mechanism

- A. The Securities and Exchange Board of India ("SEBI") vide its circular No. SEBI/110/MIRSD/ MIRSD_RTAMB/ P/CIR/2021/655 dated 03.11.2021 read with circular no. SEBI/110/MIRSD/ MIRSD_RTAMB/P/CIR/2021/687 dated 14.12.2021 (the Circulars) has laid down common and simplified norms for processing shareholder's service request by Registrar and Share Transfer Agents (RTAs). As per the Circulars, SEBI has made it mandatory for holders of physical securities to furnish details of PAN, email address, mobile number, bank account and nomination/ opt-out of nomination. Kindly refer to the Company's website www.kakatiyacements.com or that of the Registrar and Share Transfer Agent i.e. XL Softech Systems Limited (RTA) on www.xlsoftech.com, for the said Circulars together with relevant forms.

Please note that in case of failure of the shareholders to get the above referred details registered/updated with the RTA, the respective folio shall be frozen on 1st April, 2023. The frozen folios will be referred by the Company/RTA 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. Further, in respect of such folio(s) you will not be eligible to lodge grievance or avail any services from Company or Registrar and receive dividend, till the above-mentioned details are furnished.

Please note that in terms of the Circulars, w.e.f. 1st January, 2022, RTA is not processing any service request or complaint from shareholder(s)/claimant(s), unless the details of PAN, KYC and Nomination documents/details are updated/registered with it. In view of the above, please submit the documents / details listed in the table below to RTA, (self-attested) at the following address:

Kind Attn: Mr. Ram Prasad
XL Softech Systems Limited
Unit: Kakatiya Cement Sugar & Industries Limited
3, Sagar Society, Road No. 2, Banjara Hills, Hyderabad – 500 034

Sr. No.	Documents / details to be provided by shareholder(s)	Please furnish details in following forms
1	Valid PAN Linked with Aadhar	Form No. ISR-1 and ISR-2
2	Postal Address with PIN	
3	Email address	
4	Mobile Number	
5	Demat account Details	
6	Bank account details	Form No. SH-13
7	Nomination details	
8	Declaration to opt-out of nomination	Form No. ISR-3

The aforesaid forms can be downloaded from the Company's website <http://www.kakatiyacements.com/images/kyc%20formats.pdf> or that of RTA website <https://xlsoftech.com>.

You can also e-mail the documents through your email registered with RTA, to xlfield@gmail.com duly e-signed. E-Sign is an integrated service which facilitates issuing a digital signature certificate and performing signing of requested data by the e-Sign user. You may approach any of the empaneled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology, Government of India (<https://cca.gov.in/>) for the purposes of obtaining the e-sign. As per SEBI Circular dated 3rd November, 2021, and 14th December, 2021, outstanding dividend payment will be credited directly to the bank account if the folio is KYC Compliant. A folio will be KYC compliant on registration of the said formats of ISR-1, ISR-2 and SH-13 with us and on linking of PAN to Aadhaar.

Further, we trust that you have already linked your PAN and Aadhar to avoid freezing of your folio(s). If not already linked, you are advised to take necessary action in this regard as you may deem necessary.

It is in your interest to provide the details / documents and get the same updated. For any further clarifications, please get in touch with RTA/Company. In case you have already registered/updated the said details, please ignore this communication.

- B. You may further note that an arbitration facility is available at Stock Exchange for dispute resolution against listed Companies/RTAs and in this regard**

If you have any dispute against a listed company and/or its Registrar and Share Transfer Agent (RTA) on delay or default in processing your requests, as per SEBI Circular dated 30.05.2022, you can file for arbitration with Stock Exchanges.

For more details, please see the web links of the Stock Exchanges –

BSE – <http://tiny.cc/m1/2vz> and NSE – <http://tiny.cc/s1/2vz>

Thanking You,
Yours truly,
For Kakatiya Cement Sugar & Industries Limited
Sd/-
V. Sesha Sayee
Company Secretary

Note: A copy of this letter may be submitted along with your reply for easy correlation.