

Dear Shareholder (holding Physical Share Certificate),

**Sub: Furnishing of PAN, KYC details and Nomination by holders of physical Securities**

SEBI has vide Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/687 dated December 14, 2021, mandated furnishing of details of PAN, email address, mobile number, bank account and nomination by holders of physical securities. Further, it is stated that folios wherein any one of the cited document / details are not furnished or made available **on or after April 01, 2023**, the relevant folio(s) shall be frozen by the Registrars and Transfer Agent of the Company (RTA).

**Effective January 1, 2022, shareholders will not be eligible to lodge their grievance or avail service request from the RTA unless PAN, KYC and Nomination documents/details are received.**

All shareholders who have not furnished the documents/details viz., PAN, E-mail address, mobile number, bank account and nomination are requested to send the documents given below:

- PAN, Address, Email Address, Mobile Number, Demat account details and Bank Account details should be furnished in Form No. [ISR 1](#)
- Confirmation of Signature of securities holder by Banker in Form No. [ISR 2](#)
- Declaration for Opting-out of Nomination by holder of physical securities in Form No. [ISR 3](#)
- Nomination details should be furnished in Form [SH-13](#) and for cancellation or variation of Nomination in Form No. [SH-14](#)

The hard copies of the duly executed forms along with relevant documents/details should be sent to our RTA at the following address:

**Mr. Jayprakash Parambath**  
**Linkintime India Pvt Ltd,**  
**Unit: Graphite India Limited**  
C-101, 247 Park, L B S Marg,  
Vikhroli West Mumbai 400083  
**Tel: 022-4918600 | | E-mail : kyc@linkintime.co.in**

Alternatively, you can submit the e-signed forms and relevant documents/details through your email id.

As required by the Income Tax Authorities, last date to link your PAN with Aadhar was March 31, 2022, The CBDT has extended the deadline to link PAN-Aadhaar to March 31, 2023, but such people who are yet to link will have to pay a fine. A penalty of Rs 500 is to be paid "in a case where such intimation is made within three months from the date referred to in sub-section," that is by June 30, 2022. Beyond that, one has to pay a fine of Rs 1,000 to link Aadhaar-PAN. Please link your PAN with Aadhaar to avoid freezing of your folio as PAN would become inoperative.

**Please also note that after December 31, 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.**

You may get in touch with our RTA for any queries or assistance in this regard.

For Graphite India Limited

Sd/-

**B. Shiva**

Company Secretary and Compliance Officer