

UNIT: POLYCHEM LIMITED

Date : 22/03/2024

Dear Sir/Madam,

Subject: Reminder to update KYC details pursuant to SEBI Circular bearing reference nos. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023 & SEBI/HO/MIRSD/MIRSD-PoD-1 / P/ CIR/ 2023 / 37 dated March 16, 2023 (now rescinded due to issuance of Master Circular dated May 17, 2023) and SEBI directive vide e-mail to RTA on 17.01.2024

We refer to the above circulars issued by SEBI that mandate all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination of holders of physical securities. Email ID is optional; however, the security holders are requested to register email id also to avail online services. This is applicable for all security holders holding shares in physical mode.

The salient features and requirements of the circular are as follows:

- A) In case of non-updation of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.
- B) If a security holder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.

In this connection, we request shareholders to comply with required mandatory fields on top priority to enable us to credit the dividend, if any, which may be declared by the issuer Company

Name of the Security holder(s)	PAN (Mandatory) (A)	Specimen Signature (Mandatory) (B)	Mobile No. (Mandatory) (C)	Nominee Details (Mandatory) (D)	Email ID (Optional)* (E)

***Email ID even though Optional, security holders are requested to register email ID also to avail online services.**

Bank Details :

Name of the Bank	Branch
Bank Account Number	*** Mask if Present Else Required

The formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circulars are available on our and RTA website as mentioned below:

<https://www.linkintime.co.in> → Resources→ Downloads→KYC →Formats for KYC.

We would request you to comply with the above requirements at the earliest which would ensure credit of dividend amount to your bank account on time by the issuer company.

Note : Shareholders holding shares in physical form are requested to kindly convert shares from physical form to demat form at the earliest possible as it will be beneficial for market liquidity

**Yours faithfully,
For Link Intime India Pvt. Ltd**

Investor Relation Cell (IRC)