



**BALRAMPUR CHINI MILLS LIMITED**

CIN - L15421WB1975PLC030118  
Reg.Off. : FMC Fortuna, 2nd Floor, 234/3A, A. J. C. Bose Road, Kolkata - 700 020  
P : 033 2287 4749  
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W : www.chini.com

16th September, 2025

|   |   |
|---|---|
| <b>National Stock Exchange of India Limited</b><br>Listing Department,<br>'Exchange Plaza', C/1, G Block, Bandra<br>Kurla Complex, Bandra (E),<br>Mumbai 400051.<br>Symbol: <b>BALRAMCHIN</b> | <b>BSE Limited</b><br>The Corporate Relationship Department<br>1st Floor, New Trading Wing, Rotunda<br>Building, Phiroze Jeejeebhoy Towers,<br>Dalal Street, Fort, Mumbai- 400001.<br>Scrip Code: <b>500038</b> |
|---|---|

Dear Sir/Madam,

**Sub: Reminder intimation to the Physical Shareholders to update KYC details and Claim Unpaid/Unclaimed Dividends and Shares**

We wish to inform you that pursuant to the Securities and Exchange Board of India (SEBI) Master Circular No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 dated June 23, 2025, the Company has sent reminder intimation to the holders of physical securities (along with requisite forms) to their available addresses, requesting them to update/ submit their PAN, KYC details and Nomination details with the Registrar and Share Transfer Agent of the Company by sending duly signed and scanned documents as prescribed in the Circulars.

A copy of the said intimation is enclosed herewith.

Thanking You,

Yours faithfully,

**For Balrampur Chini Mills Limited**

**Manoj Agarwal**  
**Company Secretary & Compliance Officer**

Encl: A/a



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Registered Office: FMC Fortuna, 2nd Floor, 234/3A, A.J.C. Bose Road, Kolkata - 700 020

Tel: +91 33 2287 4749; Fax: +91 33 2287 2887;

Email: [secretarial@bcml.in](mailto:secretarial@bcml.in); Website: [www.chini.com](http://www.chini.com)

Reference No. : Date:  
Folio No. :  
Name of the Sole / First Holder :  
Address :

Dear Shareholder(s),

**Subject : Reminder to update KYC details against your physical holdings and claim your unpaid / unclaimed dividends and shares**

**Reference: SEBI Master Circular Ref No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 dated June 23, 2025 read with 100 days Campaign - "Saksham Niveshak"**

Greetings from **Balrampur Chini Mills Limited!**

We hope this communication finds you and your family in safe and good health.

With reference to the captioned subject, we wish to inform you that Securities and Exchange Board of India (SEBI) pursuant to Master Circular No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 dated June 23, 2025 has mandated furnishing of PAN, Postal Address with PIN Code, Email address, Mobile number, Specimen Signature, Bank account details and Nomination by holder of physical securities.

Further, pursuant to the request of the Investor Education and Protection Fund Authority (IEPFA), Ministry of Corporate Affairs, Balrampur Chini Mills Limited has initiated a **100-day Campaign – "Saksham Niveshak"** (from 28th July 2025 to 6th November 2025) for KYC and other related updations and Shareholder engagement to prevent transfer of Unpaid/Unclaimed Dividends to Investor Education and Protection Fund (IEPF).

In this connection, please note that the Physical Security Holders who have not updated their PAN, Postal Address with PIN Code, Email address, Mobile number, Specimen Signature, Bank account details and Nomination details shall not be eligible to lodge grievance or avail any service request from the Company's RTA. The Security Holder shall be:

1. Eligible to lodge grievance or avail any service request from the Company's RTA/Company only after furnishing the complete documents/details aforesaid.
2. With effect from April 1, 2024, eligible for any payment including dividend, interest or redemption (if any) in respect of such folios, only through electronic mode upon furnishing all the aforesaid details in entirety.

Accordingly, for the purpose of updating of KYC details in your folio, kindly submit the documents/details, as per the table below, to the Registrars & Share Transfer Agents of the Company, KFin Technologies Limited ("the RTA") immediately on receipt of this letter by sending duly signed and scanned documents as provided hereunder:-

| Sl. No. | Particulars   | Forms (as enclosed)                       |
|---------|---|---|
| 1       | PAN   | ISR-1                                     |
| 2       | Postal Address with PIN Code                              |   |
| 3       | Email Address   |   |
| 4       | Mobile Number   |   |
| 5       | Demat account details                                     |   |
| 6       | Bank account details                                      |   |
| 7       | Signature update (In case there is a change in signature) | ISR-2<br>(with original cancelled cheque) |
| 8       | Nomination details  | SH-13                                     |
| 9       | Declaration to opt out nomination                         | ISR-3                                     |
| 10      | Change/cancellation in existing nomination                | SH-14                                     |

The aforesaid forms can be downloaded from the website of the Company and of the RTA at <https://chini.com/investors/investors-referencer/> and <https://ris.kfintech.com/clientservices/isc/isrforms.aspx> respectively.

The Shareholder(s) may opt in any of the following modes for updation of KYC details:

- a. **Through Post/ Courier:** Hard copies of the Self Attested and dated documents may be furnished through post/ courier to the Company's RTA at the below mentioned address:

**KFin Technologies Limited**

**(Unit: Balrampur Chini Mills Limited)**

Selenium, Tower B, Plot Nos. 31 & 32,  
Gachibowli Financial District,  
Nanakramguda, Hyderabad – 500032, India,  
Toll Free No.:1800 309 4001

- b. **Through electronic mode with e-sign:** By sending electronically/digitally signed documents (by the Shareholder and in case of joint holders, by first joint holder) from their registered Email Id to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com).

*\*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e- Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.*

- c. Through web- portal of our RTA i.e. <https://ris.kfintech.com>.

Further, SEBI has mandated that transfer of securities shall be processed by the Company's RTA in dematerialized form only. Hence, we also request you to convert your physical shares into dematerialized (demat) form at the earliest.

**Special Window for Re-lodgement of Transfer Requests of Physical Shares:**

Further, it is hereby informed that, SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated July 02, 2025, has opened a special window, for a period of six months from July 07, 2025 till January 06, 2026, only for re-lodgement of transfer deeds which were lodged prior to the deadline of April 01, 2019 and rejected/returned/not attended to due to deficiency in the documents/process/or otherwise. Accordingly, such shareholders only, may refer to this Circular available on the website of the Company at <https://chini.com/wp-content/uploads/2025/07/SEBI-Circular-on-Ease-of-Doing-Investment—Special-Window-for-Re-lodgement-of-Transfer-Requests-of-Physical-Shares.pdf> and get in touch with the RTA or the Company and re-lodge their requests within the said special window. After following the due process, securities shall be issued only in demat mode.

Thanking you,  
Yours faithfully,

For **Balrampur Chini Mills Limited**

**Sd/-**

**Manoj Agarwal**

**Company Secretary and Compliance Officer**