



Date: 24<sup>th</sup> June, 2025

To The Listing Department <b>National Stock Exchange of India Limited</b> Exchange Plaza, Bandra - Kurla Complex Bandra (East) <u>Mumbai - 400 051</u> <b>Stock Code : INDOCO</b>	To The Listing Department <b>Bombay Stock Exchange Limited</b> Floor 25, P. J. Towers, Dalal Street, <u>Mumbai - 400 001</u> <b>Stock Code : 532612</b>
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Dear Sir/Madam,

**Subject: Intimation to shareholders holding shares in physical mode regarding mandatory furnishing of PAN, KYC and Bank details as per SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024 and SEBI Circular bearing reference no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2024/81 dated June 10, 2024**

Pursuant to Regulation 30 and Part A of Schedule III of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith a copy of the letter dispatched to the shareholders holding shares in physical mode, in compliance with the SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024 and SEBI Circular bearing reference no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2024/81 dated June 10, 2024.

The physical shareholders are requested to furnish their PAN, KYC and Bank details for updation to the Registrar and Transfer Agent of the Company (RTA) i.e. MUFG Intime India Private Limited (Formerly Link Intime India Private Limited). Further, the prescribed forms as per the aforesaid SEBI Circulars are available on the website of the Company [www.indoco.com](http://www.indoco.com) and the website of the RTA as mentioned below:

<https://www.in.mpms.mufg.com> Resources- Downloads-KYC -Formats for KYC.

This is for your information and records.

Thanking you,  
Yours faithfully,

**For Indoco Remedies Limited**

**RAMANATHAN**  
**HARIHARAN**

Digitally signed by  
RAMANATHAN HARIHARAN  
Date: 2025.06.24 14:35:06  
+05'30'



**Ramanathan Hariharan**

**Company Secretary & Head- Legal**

**Sr. No.:**

**MUFG Intime India Private Limited**  
(Formerly Link Intime India Private Limited)

**Name:**

CIN: U67190MH1999PTC118368

**Address:**

C-101, 247 Park, L.B.S.Marg,  
Vikhroli (West), Mumbai – 400083

**Website:** <https://www.in.mpms.mufig.com>

**Unit Name: Indoco Remedies Limited**

**Date:**

**Unique Sr.no:**

Dear Sir/Madam,

**Subject: Reminder to update KYC details pursuant to SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024 and SEBI Circular bearing reference no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2024/81 dated June 10, 2024**

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

**The salient features and requirements of the circulars are as follows:**

- A)** In case of non-updation of PAN 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 of all the aforesaid details in entirety.
- B)** If a security holder updates the PAN, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, the security holder would receive all the dividends/interest etc. declared during that period (i.e. from April 01, 2024 till date of updation) pertaining to the securities held, after the said updation automatically.

**In this connection, the current status of the below mentioned folio is provided for your ready reference and we request you to comply with required mandatory fields on top priority to enable us to credit the dividend, if any.**

**Folio No.:**

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

**Bank Details**

Name of the Bank			
Bank Account Number			
IFSC		MICR No	

The formats for choice of 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 website as mentioned below:

<https://www.in.mpms.mufg.com> 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, if any, to your bank account on time by the issuer Company.

Further, please note that transfer of shares in physical form is not permitted w.e.f April 1, 2019. 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.

### **Brief process of Dematerialization**

For dematerialisation of shares, you may approach any SEBI registered depository participant (DP) and follow the process given below:

- 1 Open a demat account (This step is not applicable if you already have a demat account)
- 2 Once the demat account is opened or if you already have the demat account, you may contact your DP for further course of action.

Once the share certificates and other requisite documents are submitted by you to your DP, the same will be forwarded to Registrar and Share Transfer Agent (RTA) i.e. MUFG Intime India Private Limited (Formerly Link Intime India Private Limited)

After scrutiny of documents, the dematerialised shares will be credited to your demat account.

In case of any query, please feel free to contact us at:

<b>MUFG Intime India Private Limited</b> (Formerly Link Intime India Private Limited) <b>Unit:</b> Indoco Remedies Limited <b>Email:</b> <a href="mailto:rnt.helpdesk@in.mpms.mufg.com">rnt.helpdesk@in.mpms.mufg.com</a> <b>Phone No:</b> (0) 810 811 6767 <b>Address :</b> C-101, 247 Park, L.B.S Marg, Vikhroli (West), Mumbai – 400083	<b>Indoco Remedies Limited</b> Secretarial & Legal Department <b>Email:</b> <a href="mailto:compliance.officer@indoco.com">compliance.officer@indoco.com</a> <b>Phone no:</b> +91- 22-68321400 <b>Address:</b> Indoco House, 166 CST Road, Vidyanagari Marg, Kalina, Santacruz East, Mumbai 400098
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**Yours faithfully,**

MUFG Intime India Private Limited  
(Formerly Link Intime India Private Limited)  
**Investor Relation Cell (IRC)**