

Dated 18th April,2023

RE M I N D E R

Subject: -Request for Updating the KYC details as per SEBI Circular No.SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated 3rd Nov 2021 and SEBI/HO/MIRSD/MIRSD-PoD-1/CIR/2023/37 dated 16th March,2023.

Dear Shareholder,

We, refer to the above circular issued by SEBI that mandates all the listed companies to record the **PAN, Nomination, KYC details** of all the shareholders and **Bank Account details** of first holder. This is applicable for all the security holders in physical mode.

The requirements of the circular are as follows:

- A) **Non – updation of KYC** : The Physical Folios Wherein any ONE of the cited details/documents (i.e PAN, Bank Details, Nomination) **are not available on or after October 01, 2023, shall be frozen as per SEBI circular.**

The securities in the frozen folios shall be:

- Eligible to lodge any grievance or avail service request only after furnishing the complete documents / details as aforesaid.
- Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.
- The relevant formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13 ,SH-14 are available on the Company website www.imfa.in /investor services/others.
- Original cancelled cheque leaf bearing the name of the first holder failing which first security holder is required to submit copy of bank passbook / statement attested by the bank which is mandatory for registering the new bank details.
- Shareholders are advised to submit the physical share certificates for demat at the earliest.

- B) **Mandatory Linking of PAN with Aadhar** The Company will accept only valid PANs and the ones which are linked to the Aadhaar number.

Therefore, we request you to submit the Investor Service Request Form ISR-1 available in the Company website, along with the required supporting documents as stated in Form at the earliest to the Company.

Yours faithfully,
For Indian Metals & Ferro Alloys Limited
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(Prem Khandelwal)
CFO & Company Secretary