



## KANCO TEA & INDUSTRIES LIMITED

CIN:L15491WB1983PLC035793

Regd. Office: Jasmine Tower, 3<sup>rd</sup> Floor, 31 Shakespeare Sarani, Kolkata-700 017

Website: [www.kancotea.in](http://www.kancotea.in), email id: [contact@kancotea.in](mailto:contact@kancotea.in)

Telefax: (033) 2281 5217

Dear Shareholder(s),

We would like to inform you that pursuant to the provisions of Section 124(2), 124(5) and 124(6) of the Companies Act, 2013 ('the Act') read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended ('the Rules'), and in addition to above, SEBI's clarifications regarding processing investor requests and updating KYC details through its various circulars including SEBI's Master Circular No. HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated February 06, 2026, as amended, and in line with the objectives of the Niveshak Shivir and IEPF Authority's broader drive for investor education and facilitation, the IEPF Authority has launched a **Second 100 days Campaign – "Saksham Niveshak" from April 1, 2026 to July 9, 2026**, to reach out to the Shareholders whose dividends have remained unpaid / unclaimed in order to prevent their Shares from being transferred to the Investor Education and Protection fund Authority (IEPFA).

In view of above and on verification of our records, it was noticed that you have not encashed your Dividend(s) / Fractional Entitlement (If Applicable) as per details given below:

Dividend & Year	Warrant No.	Amount (Rs.)
XXXXXXXXXXXX	XXXXX	XXXX

The Shareholders who have not updated their KYC and other details are requested to update the same at the earliest.

### **a) For Shareholders holding shares of the Company in dematerialized mode:**

The Shareholders holding shares of the Company in dematerialized mode are requested to register / update their KYC and other details with their relevant Depository Participants ('DPs') and thereafter, contact the Company's Registrar and Transfer Agent ('RTA') to claim their unpaid / unclaimed Dividends.

### **B) For Shareholders holding shares of the Company in Physical mode:**

It is mandatory for all the Shareholders of physical securities in listed companies to furnish the followings:

1. Permanent Account Number (PAN)
2. Contact details (Postal Address with PIN and Mobile Number)
3. Bank Account details
4. Specimen signature
5. Shareholders are encouraged to
6. Register their email id to avail the online services.
7. Choice of Nomination or Opt Out (Optional)

We urge Shareholders holding shares in physical mode to furnish / update complete details by submitting the duly filled-in following KYC Forms as applicable, along with the self-attested mandatory supporting documents to the Company's RTA at its below mentioned address:

**Form Description**

**ISR-1** Request for registering PAN, KYC details or changes / updation thereof (only for securities held in physical)

**ISR-2** Confirmation of signature of the securities holder by the Banker

**ISR-3** Declaration form for opting out of nomination by holders of physical securities

**ISR-4** Request for issue of Duplicate Certificate and other Service Requests

**SH-13** Nomination Form

**SH-14** Cancellation or variation of nomination

The requisite KYC forms are available on the website of the Company at [www.kancotea.in](http://www.kancotea.in) under Downloads and on the website of the Company's RTA at <https://web.in.mpms.mufg.com/KYC-downloads.html> and also refer SEBI's Master Circular no. HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated February 06, 2026.

Any payment of unclaimed dividends in respect of such Folio(s) / DP ID / Client ID, will be effected through electronic mode, upon furnishing of all the aforesaid KYC details to the RTA of the Company and will also receive future dividends, if any, directly into your Bank Account.

The Shareholders who have not claimed their dividends or have incomplete KYC records or facing any issues related to unclaimed dividends and shares are requested to contact the Company's RTA i.e.

**MUFG Intime India Private Limited**  
**(Formerly Link Intime India Private Limited),**  
**(Unit: Kanco Tea and Industries Ltd.)**  
**Rasoi Court , 5<sup>th</sup> Floor, 20, Sir R N Mukherjee Road**  
**Kolkata – 700001**

Tel No.: 033 – 6906 6200 , Email ID: [investor.helpdesk@in.mpms.mufg.com](mailto:investor.helpdesk@in.mpms.mufg.com)

Kindly note that if dividend remains unpaid / unclaimed for 7 consecutive years or more, the Equity Shares in respect of which dividend has not been paid or claimed by you will be transferred to the IEPF in accordance with the aforesaid provisions of the Act and you can claim the said Equity Shares from the IEPF Authority, by filing e-Form IEPF-5, as prescribed under the Rules, however, which is long drawn and complex process.

The Shareholders are requested to note that this campaign has been again started proactively and specifically to reach out to the shareholders to update their KYC, Bank Mandate, Nomination and Contact Information. The Shareholders are requested to also claim their unpaid / unclaimed dividend in order to prevent their Shares from being transferred to the IEPF Authority.

Thanking you,

Yours faithfully,

**For Kanco Tea & Industries Limited**

Sd/-

**Charulata Kabra**

**COMPANY SECRETARY & COMPLIANCE OFFICER**

