



Let's Solve

UPDATION OF KYC DETAILS BY SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM

Dear Shareholder,

We wish to inform you that in order to protect the interest of the investors in the securities market, SEBI vide its Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 has mandated all listed entities to ensure that shareholders holding equity shares in physical form shall update their PAN, KYC, Nomination and Bank account details (if not updated or provided earlier) through the respective Registrar and Share Transfer Agents (RTAs).

Key mandates pursuant to the aforementioned SEBI circulars are as follows -

- a. furnishing of PAN, KYC, Nomination and Bank account details by holders of physical securities;
- b. PAN to be linked to the respective Aadhar Number of the holder of physical security(ies) by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes (CBDT) to avoid freezing of folio(s) of holders of physical securities;

[Pursuant to the above clause (b), after March 31, 2022, RTA shall accept only valid PAN linked to the respective Aadhar Number.]

*The existing folio(s) in which shareholder holds shares in physical form, wherein the PAN has not been linked with Aadhar, shall be **frozen w.e.f. April 1, 2022**]*

- c. any service request(s) by holders of physical securities to be processed by the RTA only upon their successful registration/updation of PAN, KYC, Nomination and Bank account details in RTA's records.

Considering the above mandates of SEBI, we urge you to update your above details with the Company's RTA i.e. Link Intime India Private Limited, by submitting duly filled-in Forms along with the mandatory attachments as follows:

Larsen & Toubro Infotech Ltd.

Technology Tower 1, Gate No.5, Saki Vihar Road, Powai, Mumbai-400072, India
T +91 22 6776 6776 | F +91 22 2858 1130

Registered Office: L&T House, Ballard Estate, Mumbai 400 001, India
www.Lntinfotech.com | E-mail: info@Lntinfotech.com | CIN: L72900MH1996PLC104693



A Larsen & Toubro
Group Company



Let's Solve

Sr No.	PARTICULARS	FORM
1.	Request for updating details with the RTA (PAN, Address, Email ID, Contact details, Demat account Number)	ISR-1
2.	Confirmation of Signature of securities holder by the Banker	ISR-2
3.	Declaration to Opt-out of Nomination	ISR-3
4.	Request for issue of duplicate certificates and other requests	ISR-4
5.	Nomination Form	SH-13
6.	Cancellation or Variation in existing Nomination	SH-14

You may download and submit the above Forms by accessing the same through the Company's website: <https://www.lntinfotech.com/investors/investor-services/> or the RTA's website through the following weblink: www.linkintime.co.in ---> Resources ---> Downloads ---> General ---> Formats for KYC.

The aforementioned forms along with the supporting documents/details may be submitted as follows:

a. Through 'In Person Verification' (IPV): Authorized person of RTA shall verify the original documents furnished by the investor and retain copy(ies) with IPV stamping with date and initials

b. **Hard copy** (notarized / self-attested wherever required) at the following address:

Name: Ms. Sujata Poojary
 Link Intime India Private Limited,
 C-101, 247 Park, L.B.S. Marg,
 Vikhroli (West), Mumbai 400083
 Phone No.: +91 22 49186000

c. Through electronic mode vide email registered with RTA.

In the case of service requests, the documents furnished shall have e-sign of the holder(s) / claimant(s) and can be addressed to RTA at email ID: kyc@linkintime.co.in and the subject line of the email should be: 'KYC Updation- Larsen & Toubro Infotech Limited- Folio No: _____',

d. **Through Service portal of RTA**

The documents can be uploaded on RTA's website at <https://www.linkintime.co.in> ---> Investor Services ----> KYC Compliance

Larsen & Toubro Infotech Ltd.

Technology Tower 1, Gate No.5, Saki Vihar Road, Powai, Mumbai-400072, India
 T +91 22 6776 6776 | F +91 22 2858 1130





Let's Solve

Freezing of Folios without PAN, KYC and Nomination details:

With effect from **April 1, 2023**, folios wherein any of the above-mentioned details are not available with RTA **shall stand frozen**.

The Security holders of frozen folios shall be:

- a. eligible to lodge grievance and/or avail service request from the RTA only after furnishing the complete documents / details as aforesaid;
- b. eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with above requirements;
- c. referred by the RTA / the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen **as on December 31, 2025**.

Thanking You,
Yours faithfully,

For **Larsen & Toubro Infotech Limited**

Sd/-
Tridib Barat
Company Secretary and Compliance Officer

Larsen & Toubro Infotech Ltd.

Technology Tower 1, Gate No.5, Saki Vihar Road, Powai, Mumbai-400072, India
T +91 22 6776 6776 | F +91 22 2858 1130

Registered Office: L&T House, Ballard Estate, Mumbai 400 001, India
www.Lntinfotech.com | E-mail: info@Lntinfotech.com | CIN: L72900MH1996PLC104693



A Larsen & Toubro
Group Company