



BENGAL TEA & FABRICS LIMITED

CIN : L51909WB1983PLC036542

Regd. Office: Century Towers, 4th Floor, 45, Shakespeare Sarani, Kolkata – 700 017

Tel: 033 2283-6416, Fax: 033 2283-6417

E-Mail: investor@bengaltea.com, Website: www.bengaltea.com

10th May 2023

Dear Shareholder(s),

Sub: Furnishing of PAN, KYC and Nomination details by holders of physical securities

This is to bring to your notice that the Securities and Exchange Board of India vide Circular Number SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 read with SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 and SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 has mandated furnishing of the following documents / details for all the holders of Physical Securities:

1. PAN
2. Contact details (postal address with PIN, Mobile Number and E-mail address)
3. Bank Account details (Bank name and branch, bank account number, MICR, IFSC Code)
4. Specimen Signature through Form ISR-2
5. Nomination details in Form SH 13

It has been observed from our records that you have not yet furnished the abovementioned documents. Since the aforesaid details with respect to the shares held by you in the Company are not present in the database, hence we request you to kindly furnish the same to us through the Form ISR-1/ Form ISR -2/ Form SH 13 as applicable, along with the necessary attachments / documents as stated in the form itself. A copy of the aforesaid forms can be downloaded from the website of our RTA at <http://www.cbmsl.com> or the website of the company at <http://www.bengaltea.com>. While filling up the form, please strike out the portion(s) which are not applicable to you.

Please note that the PAN to be furnished by you **should be linked with Aadhaar**. In case the same is not so linked, you are requested to do the same by June 30, 2023. In the event such linkage is not done within the specified date, then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which no PAN has been furnished.

For appointing a nominee you are requested to furnish Form SH-13. In case you do not wish to nominate any person as nominee with respect to the physical shares held by you, then please furnish Form ISR -3. In case you wish to cancel / change nomination at a later date with respect to the physical shares held by you, please furnish Form SH-14. A copy of the aforesaid forms can be downloaded from the website of our RTA at <http://www.cbmsl.com> or the website of the company at <http://www.bengaltea.com>

The aforesaid documents as stated above can be provided to us by any of the following mode:

1. Through "In person Verification" at the office of the Registrars. In that case kindly bring the original documents along with the copy/copies thereof. The copy/copies will be retained by the Registrars after proper verification with the original;
2. Through hard copies which are self-attested to be sent to the office of the Registrars;
3. Through electronic mode with e-signature at the following address: rta@cbmsl.com.

In case the aforesaid details are not furnished, then w.e.f October 01, 2023, your folio will be frozen in accordance with the above mentioned SEBI circular. Such frozen securities shall be referred by the Registrars or the Company to the Administering Authority under the Benami Transactions (Prohibition) Act, 1988 and/or Prevention of Money Laundering Act, 2002, in case they continue to remain frozen as on December 31, 2025.

In this connection please note that in accordance with the aforesaid SEBI Circular w.e.f April 01, 2024 the Frozen Folio holders are entitled to receive Dividend / Interest or Redemption Payment only through electronic mode.

You are hence requested to take a note of the above and furnish the aforesaid documents immediately without any delay to our RTA at the following address :

CB Management Services (P) Ltd.

Unit : (Bengal Tea & Fabrics Limited)

P-22 Bondel Road, Kolkata- 700019

In case you have already furnished the aforesaid documents, kindly ignore this communication.

Thanking you,

Yours faithfully,

For **Bengal Tea & Fabrics Limited**

Sd/-

Sunita Shah

Company Secretary

(FCS 8495)