



ORIENT PAPER & INDUSTRIES LIMITED

(CIN: L21011OR1936PLC000117)

Regd. Office: Unit- VIII, Plot No. 7, Bhoinagar, Bhubaneswar- 751012 (Odisha)

Ph: (0674) 2396930 Fax: (0674) 2396364

Principal office: Birla Building, 9th floor, 9/1, R. N. Mukherjee Road, Kolkata 700 001.

Phone: +91 33 4082 3700/ 2220 0600 Fax: +91 33 22430490

E-mail: cosec@opil.in, Website: www.orientpaperindia.com

Reference No:

Date:

Dear Shareholder,

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

Ref.: SEBI Circular dated March 16, 2023

Season's greetings from Orient Paper & Industries Limited and we hope this communication finds you and your family in safe and good health.

You are aware that in supersession of earlier circulars, SEBI vide the captioned circular dated March 16, 2023 mandated:

- a. furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b. any service request and complaint shall be entertained only upon registration of the PAN, Bank details and the nomination,
- c. to ensure that your PAN linked to Aadhaar by March 31, 2023 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio. Currently CBDT extended the date till June 30, 2023.

We observe from our records that you have not furnished some of the mandatory documents/details against your holding. We request you to furnish the documents/details, as per the table below, to the Registrars & Transfer Agents of the company M/s KFin Technologies Limited immediately on receipt of this letter

#	Particulars	Status as per records	Please furnish details in
1	PAN*		Form No. ISR-1 (Form enclosed)
2	Address		
3	Email address		
4	Mobile Number		
5	Demat account details		
6	Bank account details		
7	Nomination details*		Form:SH-13 (enclosed)
8	Declaration to opt out nomination*	In case of opting out	Form :ISR-3 (Enclosed)

**In case you are opting out for giving nomination, submit ISR-3 and SH-13 need not be submitted.*

The aforesaid forms can be downloaded from the website of the Company and RTA at: www.orientpaperindia.com and www.kfintech.com.

You are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms in the attached envelope to the following address:

KFin Technologies Limited,
Unit: Orient Paper & Industries Limited
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032
E-mail: einward.ris@kfintech.com

The scanned copies of the documents may also be verified through your registered email id with KFIN Technologies (RTA), at the mail id einward.ris@kfintech.com duly e-Signed on the forms and all proofs.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e Sign user. The holder/claimant may approach any of the empanelled e Sign Service provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Freezing of Folios without PAN, KYC details and Nomination:

- a. Folios wherein any one of the said document / details are not available **on or after October 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA. Further effective **April 01, 2024** you will not be eligible for receiving dividend in physical mode.
- b. **After December 31, 2025**, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

Thanking you,

Yours faithfully,

For **Orient Paper & Industries Limited**

Sd/-
R P Dutta
~~Company Secretary and Compliance Officer~~

Encl : as above

This communication is computer generated and hence does not require signature.



R & A Associates

T-202, Technopolis, 1-10-74/B