

June 4, 2020

**NOTICE TO SHAREHOLDERS FOR UPDATING EMAIL
ADDRESS, MOBILE NUMBER & BANK MANDATE**

The Ministry of Corporate Affairs (MCA) vide General Circular No. 14/2020 dated 08.04.2020, 17/2020 dated 13.04.2020 and 20/2020 dated 05.05.2020 and SEBI vide Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12.05.2020 granted relaxation from dispatching physical copies of Annual Report to Shareholders by those listed entities who conduct their Annual General Meetings (AGM) through electronic mode during the current year 2020, in view of COVID-19 pandemic effect.

2. Hence, the shareholders holding shares in physical form and not registered their email IDs are requested to furnish their email address along with mobile no. and bank mandate in the following format to the Company / RTA, in order to facilitate for sending the Notice of AGM, Annual Report, Dividend, if any, declared by the Company and other important communications in electronic mode:

Sl. No.	Subject	Particulars
i.	Name	
ii.	Present Address	
iii.	E-mail ID	
iv.	Mobile No.	
v.	Folio No.	
vi.	No. of Shares held	
vii.	Copy of PAN & Aadhaar Card	
viii.	Copy of cancelled Cheque or Passbook signed by Bank Manager with IFSC & MICR NO (For Bank Mandate)	

3. Shareholders holding shares of the Company in dematerialized form but not registered their email address and updated Mobile No., Bank Mandate are requested to approach their respective Depository through Depository Participant.

4. Please send the aforesaid details to Company's Registrar and Transfer Agent, M/s Integrated Registry Management Services at their e-mail id irg@integratedindia.in or cs@kioclltd.com.

For KIOCL Limited
Sd/-
P.K. Mishra
Company Secretary