

ORDINARY POST

Date: 13-08-2025

Name of the Holder:
Ref: Folio / DP Id & Client
Id:Address:

Dear Shareholder(s),

Sub: a) MANDATORY FURNISHING/UPDATING OF PAN, KYC DETAILS AND NOMINATION DETAILS; AND

Ref: SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 Dated March 16,2023 (the "SEBI Circular")

Season's greetings from **Olectra Greentech Limited**. We hope this communication finds you and your family in safe and good health.

In continuation of our earlier communication dated May 10, 2024, please note that SEBI has in supersession of earlier SEBI circulars, vide the captioned circular dated March 16, 2023, November 17, 2023 and June 10, 2024 mandated that the security holders (holding securities in physical form), whose folio(s) are not updated with the KYC details (any of the details viz., PAN; Choice of Nomination; Contact Details; Mobile Number, Bank Account Details and Specimen Signature, if any) shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from April 01, 2024. You may also refer to SEBI FAQs by accessing the link: https://www.sebi.gov.in/sebi_data/faqfiles/jul-2025/1752726453064.pdf (FAQ No 47 & 48)

Accordingly, as mandated vide captioned circulars, the dividend payable against your holdings are liable to be withheld if the KYC details are not updated against your holding. For the purpose of updation of KYC details against your folio, you are requested to send the details as per the formats specified below along with the supporting documents to the Registrar & Transfer Agent of the Company i.e., M/s Aarthi Consultants Private Limited immediately on receipt of this letter.

S. No.	Purpose	Form No.
1	Request for registering PAN, KYC details or changes/updation thereof	Form ISR-1
2.	Confirmation of Signature of securities holder by the Banker	Form ISR-2
3.	Registration of Nomination (Nomination Form) *	Form SH-13
4.	Declaration Form for Opting-out of Nomination*	Form ISR -3
5.	Cancellation or Variation of Nomination	Form SH-14

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

The aforesaid forms can be downloaded from the website of the Company and RTA at:<https://olectra.com/investor-service-request/> and <https://www.aarthiconsultants.com/>.

You are requested to forward the duly filled in documents along with the related proofs asmentioned in the respective forms to the following address:

**Aarathi Consultants Private Limited,
Unit: Olectra Greentech Limited
Address: 1-2-285, Domalguda,
Hyderabad – 500029,
Telangana, India.**

The scanned copies of the documents may also be mailed through your registered email id with RTA at the mail id info@arthiconsultants.com duly e-Signed on the forms and all proofs.

Thanking You,

Yours Faithfully

For **OLECTRA GREENTECH LIMITED**

Sd/-
HANUMAN PRASAD PARITALA
COMPANY SECRETARY & COMPLIANCE OFFICER