

Date: June 25, 2024

Folio Number:
Name of shareholder:
Address:

Dear Shareholder,

Sub: Request to provide demat account details for the purpose of crediting the Bonus Shares

This is with reference to the Postal Ballot Notice dated May 29, 2024 issued by The Kaycee Industries Ltd. (the Company) for seeking approval of the Members by way of Ordinary Resolution for Issue of Bonus Shares. In this regard, we wish to inform you that Securities and Exchange Board of India (SEBI) vide its Circular No. SEBI/LAD-NRO/GN/2023/130 dated 23 May 2023 amended the provisions of Chapter XI of SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018 by inserting Regulation 294(6), wherein the allotment of shares in a Bonus Issue shall be made only in the dematerialized form.

In compliance with the above provisions, the Bonus Shares would be allotted to the shareholders in demat mode only. Accordingly, the shareholders holding the shares in physical mode are requested to provide their demat account number to the Company / Datamatics Business Solutions Ltd., RTA, so as to credit the Bonus Shares to the demat account. In this connection, the shareholders holding shares in physical mode are requested to submit the following documents:

1. Request letter for credit of Bonus Shares in demat account;
2. Form ISR-1;
3. Form ISR-2;
4. Self-attested copy of PAN;
5. Self-attested copy of Aadhaar / any other Government Issued Address Proof; and
6. Client Master List duly attested by your Depository Participant.

The said forms can be downloaded from the websites of the Company on the link: www.kayceeindustries.com or RTA by clicking on the links: <https://www.datamaticsbpm.com>.

You are requested to send the aforesaid documents to the Company/ RTA at Datamatics Business Solutions Ltd. Plot No. A 16 & 17, Part B Cross Lane, MIDC, Andheri (East), Mumbai 400 093 on or before **Friday, July 5, 2024**. In case of non-receipt of the documents by the Company/ RTA on or before the prescribed date, the respective Bonus Shares shall be credited to a Suspense Escrow Demat Account or shall be dealt with as may be specified by the Stock Exchanges or any other relevant authority. Thereafter, the respective shareholders may claim their Bonus Shares from the said account through the Company/ RTA.

Shareholders seeking further clarification/information in this matter, may please contact the Company/ RTA by sending an email to investorsqry@datamaticsbpm.com by mentioning their name and folio number.

Thank you

For **Kaycee Industries Limited**.
Sd/-
Authorized Signatory