



August 01, 2025

BSE Limited,
14th Floor, P.J. Towers,
Dalal Street,
MUMBAI - 400 001
(Scrip Code No. 502330)

National Stock Exchange of India Ltd.
"Exchange Plaza",
Bandra-Kurla Complex,
Bandra (E), MUMBAI - 400 051
(Symbol – ANDHRAPAP; Series – EQ)

Dear Sir / Madam,

Subject: Communication sent to the members of the company - for KYC Updation (Physical Shareholder)

Pursuant to Regulation 30 read with Schedule III Para A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we wish to inform you that the Company through its RTA KFin Technologies Limited has dispatched today i.e. on August 01, 2025, a communication letter to all its eligible members holding shares in physical mode for updating their KYC in compliance with SEBI Circular No: SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 date June 23, 2025.

The aforesaid Notice has also been uploaded on the website of the Company at www.andhrapaper.com.

This is for your information and records.

Thanking you,

Yours faithfully,

For Andhra Paper Limited

Bijay
Kumar
Sanku

Digitally signed
by Bijay Kumar
Sanku
Date: 2025.08.01
17:18:18 +05'30'

Bijay Kumar Sanku
Company Secretary

Encl: As above

ANDHRA PAPER LIMITED

(Corporate Identity Number: L21010AP1964PLC001008)

Regd. Office: Rajamahendravaram – 533 105, East Godavari District, India. Tel: +91-883-2471831

Corp. Office: 31, Chowringhee Road, Park Street, Kolkata – 700 016, India. Tel: +91-33-71500500

Website: www.andhrapaper.com; Email: info@andhrapaper.com

An ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 Certified Company

अंतर्देशीय पत्र कार्ड
INLAND LETTER CARD



To

Name of the Shareholder
Address

If undelivered please return to :-

KFin Technologies Limited
UNIT: ANDHRA PAPER LIMITED
Selenium Tower B, Plot No. 31 & 32,
Gachibowli, Financial District, Nanakramguda,
Hyderabad: 500 032
Toll Free No: 1800 309 4001
[Email: einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)



ANDHRA PAPER LIMITED

CIN : L21010AP1964PLC001008

[An ISO 9001, ISO 14001, ISO 45001 and FSC® Certified Company (FSC® - C119477)]

Registered Office: Rajahmundry 533 105, East Godavari District, Andhra Pradesh, India

Website: www.andhrapaper.com; E-mail: bijaykumar.sanku@andhrapaper.com

Date: July 30, 2025

Dear Shareholder,

Sub: Reminder to update KYC details pursuant to SEBI Master Circular No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 date June 23, 2025.

We refer to the above circulars issued by SEBI that mandate all the Listed Companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature of holders of physical securities. Giving your Email ID and choice of Nomination are optional. Security holders are requested to register email id to avail online services and avail of nomination facility, in their own interest. This is applicable for all security holders holding shares in physical mode.

The salient features and requirements of the circular are as follows:

- i. In case of non-updation of PAN or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.
- ii. If a security holder updates the PAN, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.

In view of the above, we request you to submit at the earliest the KYC Form printed overleaf and Forms ISR-1 & ISR-2 duly filled in as per the instructions stated therein and signed along with the required self- attested supporting documents/attestation, as applicable.

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:

- a. Form ISR-1 duly filled in along with self attested supporting documents for updation of KYC details
- b. Form ISR-2 duly filled in with banker attestation of signature along with Original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement
- c. Form SH-13 for updation of Nomination

Investors can download the above forms & SEBI Circulars available on the website of Kfin Technologies Limited at: <https://ris.kfintech.com/clientservices/isc/isrforms.aspx>.

You may use any ONE of the following modes for submission.

1. In Person Verification (IPV): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s). Please note the registered shareholder(s) has to visit the office of the RTA for IPV and not his/her representative.
2. In hard Copy: by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. With e-sign:
 - (a) In case your email id is already registered with us, you may upload the scanned copies of your KYC documents with additionally e-sign affixed on the documents at our dedicated email id: einward.ris@kfintech.com kindly mention the email subject line as "KYC Updation – (Company Name) Folio NO: _____"
 - (b) Investors can also upload KYC documents with additionally e-sign affixed on the documents on our website www.kfintech.com using the serial no printed on the "KYC FORM" overleaf.

E-sign is an Integrated service, which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empaneled e-sign providers available on cca.gov.in for the purpose of obtaining e-sign.

We would request you to comply with the above requirements at the earliest which would ensure credit of dividend amount to your bank account on time by the issuer company.

Dematerialization of physical shares:

We would request you to comply with the above requirements at the earliest which would ensure credit of dividend amount, if any, to your bank account on time by the issuer company.

Further, please note that transfer of shares in physical form is not permitted w.e.f April 1, 2019. Shareholders holding shares in physical form are requested to kindly convert shares from physical form to demat form at the earliest possible as it will be beneficial for market liquidity.

Thanking you,

Yours faithfully,
For **Andhra Paper Limited**

Sd/-
Bijay Kumar Sanku
Company Secretary
ACS 15449

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