

XPRO INDIA LIMITED

[CIN : L25209WB1997PLC085972]

Regd Office: Barjora-Mejia Road, P.O. Ghutgoria, Tehsil : Barjora, Distt : Bankura - 722 202, West Bengal
e-mail: cosec@xproindia.com ; website: www.xproindia.com ; Tel: +91-9775301701

To,

Dear Shareholder(s),

Sub: Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities

Ref: Securities and Exchange Board of India (SEBI) Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023

In continuation to our earlier communication dated February 28, 2022 on the captioned subject matter and in compliance to the SEBI Circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, this is to bring to your kind attention that SEBI has made it mandatory for all holders of physical securities to furnish/ update PAN, email address, mobile number, nomination and bank account details with specimen signature for their corresponding folio numbers to the Registrar & Share Transfer Agent (RTA) of the Company.

In view of the said regulatory requirements, we find that all or some of the aforesaid details with respect to the shares held by you are not available in the database of the RTA. Accordingly, you are requested to furnish the duly filled in signed forms along with the document/details mentioned therein immediately to the Company's RTA, as mentioned below:

Sl. No	Purpose	Form No.	Form- web link
1.	Request for registering PAN, KYC Details, Bank Account Details or changes/updation thereof	ISR- 1	http://www.xproindia.com/data/Shareholder%20KYC%20Forms/XIL_KYC_Nomination_Forms.pdf
2.	Confirmation of Signature of shareholder by the Banker	ISR-2	
3.	Registration of Nomination	SH-13	
4.	Cancellation/Variation of Nomination	SH- 14	
5.	Declaration form for Opting-out of Nomination	ISR-3*	

* To be sent only if not submitting Form SH-13

The Company's RTA shall w.e.f. October 1, 2023 process any service requests or complaint of the Shareholder only upon registration/updation of PAN, KYC and Nomination details. The **folios wherein anyone of the aforesaid documents/ details are not available shall be frozen by the RTA with effect from October 1, 2023** as per the directive of SEBI and no service request received from the shareholders will be processed by the RTA/Company. Further, any payment including dividend, in respect of such frozen

folios, shall be made only through electronic mode with effect from April 1, 2024 upon furnishing the aforesaid information.

Please note that the PAN to be furnished by you **should be linked with Aadhaar**. In case the same is not so linked, you are requested to do the same by June 30, 2023 or any other date as may be specified by the Central Board of Direct Taxes. In the event such linkage is not done within the specified date, then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which no PAN has been furnished.

Please note that the frozen folios shall be referred by the RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025.

Hence, in order to avoid freezing of your folio, you are requested to send all the required documents/details as stated above to the Company's RTA i.e. MCS Share Transfer Agent Limited at 383, Lake Gardens, 1st Floor, Kolkata-700045.

This communication alongwith the requisite forms is also available on the website of the Company www.xproindia.com under the head Investor Relations - Notices - Others

In case of any queries or assistance, you are requested to contact our RTA at the details provided below:

MCS Share Transfer Agent Limited

Unit: Xpro India Limited

383, Lake Gardens, 1st floor

Kolkata-700045

Email: mcssta@rediffmail.com

Phone No. 033-40724051/52

In case you have already furnished the aforesaid documents, kindly ignore this communication. Alternatively, you are requested to convert your securities in dematerialized form.

Thanking you,

Yours faithfully,

For **Xpro India Limited**

Sd/-

Kamal Kishor Sewoda

Company Secretary

Note: Please mention Folio number in all future communication.