

POST BOX NO. 10077
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Email: writetous@bbtcl.com
Website: www.bbtcl.com
CIN: L99999MH1863PLC000002



THE BOMBAY BURMAH TRADING CORPORATION LIMITED

REGD. OFFICE : 9, WALLACE STREET, FORT,
MUMBAI 400 001, INDIA.

2nd June, 2026

BSE Limited,
Phiroze Jeejeebhoy Towers,
Dalal Street,
MUMBAI 400 001.
Scrip Code: 501425

National Stock Exchange of India Limited,
Exchange Plaza, 5th Floor,
Plot No.C/1, 'G' Block,
Bandra-Kurla Complex,
Bandra (E), MUMBAI 400 051.
Scrip Code: BBTC

Dear Sir(s)/Madam(s),

Sub: Intimation to shareholders holding shares in physical mode for updating valid PAN, KYC and nomination details

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed the communication letter with reference to SEBI Circular dated March 16, 2023 which has been dispatched today to the shareholders concerned, holding shares in physical mode.

Kindly take the same on record.

Thanking You,

Yours faithfully,
For **The Bombay Burmah Trading Corporation Limited**

Gandhali Upadhye
Company Secretary and Compliance Officer
Encl.: As above

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THE BOMBAY BURMAH TRADING CORPORATION LIMITED

REGD. OFFICE: 9, WALLACE STREET, FORT,
MUMBAI 400 001, INDIA.

Reference No. : 1

Date: 1st June, 2026

Folio No.:

Sub.: Mandatory furnishing of PAN, KYC Details (including email, mobile number, and bank account details), Nomination in respect of physical folios as per SEBI guidelines to avail uninterrupted service request as well as dividend credit in bank account and dematerialization of physical shares in The Bombay Burmah Trading Corporation Limited ("The Corporation")

Ref.: Master Circular SEBI/HO/38/13/(4)2026-MIRSD-POD//4298/2026 dated 6th February 2026

Dear Member,

We wish to inform you that Securities and Exchange Board of India (SEBI), vide its above mentioned circulars have issued guidelines on common and simplified norms for processing investor's service requests by Registrar and Transfer Agents (RTAs). Norms for mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities are provided under Para 20.1 of the Master Circular dated 6th February 2026. Para 20.2 of the Master Circular regarding folios without PAN, KYC details and Nomination states that:

The security holder(s) whose folio(s) do not have PAN, Choice of Nomination, Contact Details, Bank Account Details and Specimen Signature updated, shall be eligible:

- to lodge grievance or avail any service request from the RTA only after furnishing PAN, KYC details and Nomination.
- **for any payment including dividend, interest or redemption payment in respect of such folios, only through electronic mode with effect from April 01, 2024. An intimation shall be sent by the Listed Company/ Entity to the security holder that such payment is due and shall be made electronically only upon complying with the requirements stated in Para 20.1 of the Master Circular.**

In this regard, please be informed that your folio with the Corporation is considered incomplete as following details are not available with the Registrar and Transfer Agent ("RTA") of the Corporation, i.e. KFin Technologies Limited ("KFin").

We request you to furnish the details via Forms, as mentioned in table given below, to KFin:

Sr. No.	Mandatory KYC Requirements	Availability as per records of RTA	Forms to be submitted
1.	PAN	NO	Form No.ISR-1
2.	Address (with PIN)	NO	
3.	Email address	NO	
4.	Mobile Number	NO	
5.	Bank Account details (Bank & Bank name, Bank Account Number, IFS Code)	NO	
6.	Specimen Signature	-	Form No. ISR-2
7.	Nomination details	NO	Form No. SH-13
8.	Declaration to opt out of nomination	In case of opting out	Form No. ISR-3

The aforesaid forms are available on the RTA's website at <https://ris.kfintech.com/clientservices/isc/isrforms.aspx> and also on the Corporation's website at <https://bbtcl.com/investor-service-request-forms/>.

Request for claiming of unclaimed Dividend(s), if any:

In case you are yet to claim dividend for any financial year, the same can be claimed after completing mandatory KYC in Form No. ISR-1 to Corporation's RTA at the address mentioned below. The details of dividend remaining unclaimed for the financial year(s) is available on the Corporation's website at <https://bbtcl.com/investor-relations/iepf-information/>.

Request for Dematerialisation:

You are requested to dematerialise your physical holding at the earliest, to get inherent benefits of dematerialization, as transfer of physical securities except for transmission and transposition cases are not allowed in physical mode since 1st April, 2019.

Modes for submission of Documents/Information:

Through 'In Person Verification' ("IPV")	Physical/Hardcopy by Post / Hand Delivery	Through Electronic Mode with e-sign
The original documents can be submitted by the investor in person at RTA's office which shall be verified by the authorised person of the RTA and retaining copy (ies) with IPV stamping with date and initials.	By furnishing original / photocopy (ies) of the relevant document duly self-attested with date.	In case the email address is already registered with RTA, the securities holder may send the scanned copies of their KYC documents / service requests with e-sign at the RTA's email- id: einward.ris@kfintech.com OR Upload KYC documents with e-sign on RTA's website at the link: https://ris.kfintech.com/clientservices/isc/
RTAs Office: KFin Technologies Limited Unit: The Bombay Burmah Trading Corporation Limited Plot No. 31 & 32, Selenium Building, Tower B, Financial District, Nanakramguda, Gachibowli, Hyderabad, Telangana-500032. Toll Free No.1800-309-4001		

Contact Person:

Mr. D. Suresh Babu	einward.ris@kfintech.com	040 67162222
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We request you to share your mandatory KYC details with the Corporation and dematerialize your physical holding at the earliest.

Thanking you,

For **The Bombay Burmah Trading Corporation Limited**

Sd/-

Gandhali Upadhye

Company Secretary and Compliance Officer