



MCS Share Transfer Agent Limited

F-65 1ST Floor, Okhla Industrial Area, Phase – I, New Delhi - 110020
Phone No: 011-41406149, Fax-011-41709881, Email: helpdeskdelhi@mcsregistrars.com
Website: www.mcsregistrars.com, CIN NO.U67120WB2011PLC165872



MCS/KYC/2025

15.02.2025

Address

Unit : Gail (India) Limited.

Folio No.

Dear Shareholder(s),

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

The Board of Directors of the Company in its 477th meeting held on 30th January, 2025 approved the payment of Interim Dividend 2024-25 @ 65% (Rs. 6.50 /- per equity share) on the paid-up equity share capital of the Company.

SEBI, vide its circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 mandated that the Security holders holding securities in physical form are required to update all the below details:

- a) PAN
- b) Choice of Nomination (either opt-in or opt-out)
- c) Contact Details: Postal Address with PIN and Mobile Number
- d) Bank Account Details (Bank and Branch name, bank account number, IFS code)
- e) Specimen signature

Security holder shall be eligible for any payment including dividend payment in respect of such folios, only through electronic mode with effect from April 01, 2024. As per our records, you are holding shares of the Company in physical mode and your above mentioned details etc. are not updated with us. Accordingly, as mandated vide the above-mentioned SEBI circular, the dividend payable against your shareholding as detailed below, is withheld and the same will be paid through electronic mode only upon furnishing of all the aforesaid PAN, KYC details in entirety:

Name of Shareholder	
Folio No.	
No. of equity shares held	
Dividend per Share (Rs.)	
Gross Dividend Amount (Rs.)	
TDS (Rs.)	
Surcharge (Rs.)	
Cess (Rs.)	
Status of Payment	Shareholder not eligible as PAN, KYC details not updated. Payment shall be made electronically only upon submission of required documents



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As per the provisions of the Income Tax Act, 1961, applicable tax has been deducted at source at the prescribed rates in respect of above dividend. You may preserve this email for income tax purpose, and the TDS Certificate in prescribed form would be issued in due course of time (*in case PAN is not updated higher rate of withholding tax as per relevant section shall be applied*).

We request you to kindly furnish all mandatory documents. Specimen Formats can be downloaded from our website <http://www.mcsregistrars.com> or Company's website www.gailonline.com. While filling up the form, please strike out the portion(s) which are not applicable to you.

The aforesaid documents as stated above can be provided to RTA by any of the following mode:

1. Through "In person Verification" at the office of the RTA. In that case kindly bring the original documents along with the copy/copies thereof. The copy/copies will be retained by the RTA after proper verification with the original;
2. Through hard copies which are self-attested to be sent to the office of the RTA
3. Through electronic mode with e-signature at the following e-mail addresses:
 - helpdeskdelhi@mcsregistrars.com

You are hence requested to take a note of the above and furnish the aforesaid documents immediately without any delay to the following address:

MCS Share Transfer Agent Limited
Unit: Gail (India) Limited.
179-180, 3rd Floor , DSIDC Shed, Okhla Indl. Area,
Phase 1 New Delhi – 110020.

Thanking you,

Yours faithfully,
For MCS Share Transfer Agent Limited

Authorized Signatory