

McNALLY BHARAT ENGINEERING COMPANY LIMITED

CIN: L45202WB1961PLC025181

Registered Office: Four Mangoe Lane Kolkata-700001

Tel: +91 33 2213 8901-05 | Fax: +91 33 22303519

Email: mbe.corp@mbecl.co.in | Website: www.mcnallybharat.com

By Registered Post

10th February 2022

Dear Member,

Subject: Furnishing PAN, KYC details with nomination

Regarding: Common and Simplified Norms for processing investor's service request by RTAs & Issuance of Securities in dematerialised form in case of Investor Service Requests

In terms of SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021 and subsequent clarifications vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December 2021 and further Circular No. SEBI/ HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated 25th January 2022 it has been made mandatory on part of all Equity Shareholders holding shares in physical/ certificate form to update their particulars etc.

Accordingly, enclosed herewith Form No. ISR-1 & ISR-2 to be filled up, completed in all respects and returned as soon as possible to the Company's Registrars & Share Transfer Agents, namely, Maheshwari Datamatics Private Limited at 23, R.N. Mukherjee Road, 5th Floor, Kolkata- 700001, West Bengal, India. Also enclosed herewith Form No. ISR-3, ISR-4, SH-13 & SH-14 to choose the option you want to exercise and return the same, duly completed in all respects, along with Form ISR-1 & ISR-2 in hard copies. All these forms are also available on the website of Maheshwari Datamatics Private Limited at www.mdpl.in. For information of all stakeholders, the SEBI Circulars referred to above are also hosted on same website.

Please note that an early action from your end is requested as SEBI stipulated the Registrar & Share Transfer Agents not to entertain any Investor Service Request from 1st January 2022 in case the above details are not available to the Registrar and the account might be frozen in near future in terms of the aforesaid Circulars.

In case you require any clarification, please feel free to contact:

Mr. Ravi Bahl

Mobile: 70034 76465, Email: mdpldc@yahoo.com

Maheshwari Datamatics Private Limited

23, R.N Mukherjee Road, 5th Floor, Kolkata 700001, West Bengal, India

Assuring you of our best services at all times.

For McNally Bharat Engineering Company Ltd.

Sd/-

Indrani Ray

Company Secretary

Encl: Form Nos. ISR-1, ISR-2, ISR-3, ISR-4, SH-13 and SH-14