



CERA SANITARYWARE LIMITED

**Regd. Office: 9, GIDC Industrial Estate, Kadi – 382715, Dist. Mehsana, Gujarat.
Website: www.cera-india.com | Phone : (02764) 243000, 242329,
E-mail: ceragreen@cera-india.com | CIN: L26910GJ1998PLC034400**

Date: 1st June, 2024

Dear Shareholder(s),

SUB: PAYMENT OF DIVIDEND ONLY THROUGH ELECTRONIC MODE ON OR AFTER 1ST APRIL, 2024 TO THE SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM AND THOSE WHO HAVE NOT UPDATED THEIR KYC:

This is to bring to your notice that Securities and Exchange Board of India ("SEBI") vide its circular dated November 3, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023) mandated that the security holders (holding securities in physical form), whose folio(s) do not have PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature updated, **shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from 1st April, 2024, upon their furnishing all the aforesaid details in entirety.**

Shareholders are requested to note that in case of non-updation of PAN or Choice of Nomination 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 1st April, 2024 upon furnishing all the aforesaid details in entirety.**

Further, if a security holder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after 1st April, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (i.e. from 1st April, 2024 till date of updation) pertaining to the securities held after the said updation automatically.

In view of the above, such shareholders of the Company holding shares in physical form shall provide the below documents / details to the RTA of the Company at the address mentioned in below table along with other basic details like name of the shareholder, folio number, certificate number and distinctive numbers.

1. Update the valid PAN / EMAIL ID / MOBILE NO and BANK DETAILS with RTA in Form ISR-1.
2. Update your Nomination details in Form SH-13 along with the PAN and Aadhaar Card of Nominee or Opting out of Nomination in Form ISR-3 with our RTA.
3. If you want to register / update the signature in the Company/RTA records, then submit Form ISR-2 duly verified by your Bank.
4. Submit Cancelled cheque leaf, Copy of PAN and Aadhaar Card of shareholder including joint holder(s), if any.

Members may download the above-mentioned desired forms from the website of the Company at: www.cera-india.com > About Us > Investor Relations > For Physical Shareholders

<https://www.cera-india.com/investor-relations/for-physical-shareholders>

Please submit documents immediately at below address on or before **20th June, 2024** to receive dividend for the FY 2023-24 directly into your bank account.

TO, THE SHARE DEPARTMENT, CERA SANITARYWARE LIMITED, 7TH & 8TH FLOOR, B - WING PRIVILON, AMBLI BRTS ROAD, ISKCON CROSS ROAD, S G HIGHWAY, AHMEDABAD – 380058, EMAIL ID: ceragreen@cera-india.com CONTACT NO: 079-49112222	TO, MCS SHARE TRANSFER AGENT LTD, UNIT: CERA SANITARYWARE LIMITED 201, SHATDAL COMPLEX, 2ND FLOOR, ASHRAM ROAD, AHMEDABAD – 380009. EMAIL ID: mcsstaahmd@gmail.com CONTACT NO: 079-26580461, 0462, 0463
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UNPAID/UNCLAIMED DIVIDEND:

You are requested to verify your unclaimed/unpaid dividend of last seven financial years on the website of the Company at: www.cera-india.com > About Us > Investor Relations > Shareholder Grievances / Unclaimed Dividends

<https://www.cera-india.com/investor-relations/investors-grievances>