

**DETAILED INSTRUCTIONS FOR PAYMENT OF  
FIRST AND FINAL CALL MONEY PURSUANT TO REMINDER-CUM-FORFEITURE NOTICE**

**Annexure 1**

**MODE OF DISPATCH**

In terms of the provisions of the Act, read with the relevant rules made thereunder, the Reminder-cum-Forfeiture Notice is being sent in electronic and physical mode to the holders of partly paid-up equity shares as on the First and final Call Record Date i.e. April 19,2024 who have not paid the call money or part thereof, pursuant to the First and Final Call Money Notice. The Reminder-cum-Forfeiture Notice along with the detailed instructions and payment slip are also available on the Company's website at <https://www.mitsuchem.com/rights-issue/>.

**PAYMENT INSTRUCTIONS**

Please note that:

- a. Cash payment shall not be accepted.
- b. No part payment would be accepted, and part payment will be treated as non-payment which shall render the partly paid-up right equity Shares, including the amount already paid thereon, liable to be forfeited in accordance with the provisions of the Act, the Articles of Association of the Company and the Letter of Offer. However, in relation to any payment made by a holder of the partly paid-up Right equity pursuant to the Reminder-cum-Forfeiture Notice for payment of first and final call money, which is lesser than the aggregate amount payable by such holder with respect to the partly paid-up equity shares held by such holder as on the Record Date, our Board or a duly authorized Committee of the Board, may consider conversion of such lower number of Equity Shares to be made fully paid-up, such that it is in proportion to the amount paid by such holder. *(For example - If a shareholder holds 100 Rights Equity Shares as on the First and Final Call Record Date, the aggregate amount payable by such holder pursuant to the First Call will be ₹7200. If such holder makes a payment of ₹3600, such holder will receive such number of fully paid-up Equity Shares converted in proportion to the payment made i.e., 50 fully paid-up Equity Shares. Partly paid-up equity shares in respect of which the First and Final Call payable remains unpaid may be forfeited, in accordance with the provisions of the Act, the Articles of Association of the Company and the Letter of Offer.)*
- c. Payments made using third party bank accounts are liable to be rejected and the Company, and the Registrar shall rely on the self-certification of the transaction in this regard.
- d. Excess/duplicate amount paid, or amount paid by person who is not a Shareholder as on the First and Final Call Record Date or short payment made by an Shareholder (in case the same cannot be adjusted towards payment of First and Final Call Money), will be refunded by Cheque/DD - Credit to the same bank account from where payment has been made.

**Payment Modes**

1. For payment through cheque/ demand draft
  - i. Shareholders are requested to send the payment slip along with cheque/demand draft made payable to:

<b>Resident Shareholders</b>	<b>Mitsu Chem Plast Limited –First And Final Call Money – R A/C</b>
<b>Non-Resident Shareholders</b>	<b>Mitsu Chem Plast Limited – First And Final Call Money – NR A/C</b>

- ii. The payment slip is enclosed herewith as **Annexure 2**.
  - iii. The Eligible Shareholder must, *inter alia*, state the following details in the payment slip:
    - a. Full Name of the Sole/First shareholder;
    - b. Reminder-cum-Forfeiture Notice No.;
    - c. DP ID-Client ID; and
    - d. No. of partly paid-up Equity Shares held.
    - e. The payment slip along with the amount payable by cheque or demand draft must be presented at **BigShare Services Private Limited S6 – 2 Pinnacle Business Park, Mahakali Caves road, Next to Ahura Centre , Andheri ( E ) , Mumbai 400093, Maharashtra, India** Telephone 022-62638200 on or before **Friday, July 5, 2024**:
  - iv. Cheque / Demand Draft should be drawn on such bank, including Co-operative Bank, which is situated at and is a member or a sub- member of the Bankers' Clearing House located at the Centre where this Reminder-cum-Forfeiture Notice Notice is presented. Outstation Cheques / Bank Drafts, Money Orders, and Postal Orders will not be accepted. Post-dated cheques will not be accepted and are liable to be rejected.
2. After the last date of payment, i.e., **Friday, July 05, 2024**, the Registrar, Big Share Services Private Limited at the aforesaid location will not accept any First and final Call Money payment.
  3. The Company will not be liable for any delayed receipt and reserves the right to reject such delayed receipts.
  4. Payment slip should be complete in all respects. The payment slip found incomplete with regard to any of the particulars required to be given therein are liable to be rejected.

## Non-payment

Please note that, failure to pay the First and Final Call Money pursuant to the Reminder-cum-Forfeiture Notice, as aforesaid, shall render the partly paid-up equity shares to the extent that the First and Final Call Money was not paid including the application amount already paid thereon, liable to be forfeited in accordance with the Act, the Articles of Association of the Company and the Letter of Offer.

## Other Information

- i. Bombay Stock Exchange Limited have issued notices for suspension of ISIN - **IN9317V01014 representing Partly paid Equity Shares of face value ₹ 5 each (₹72 paid-up) has been suspended by the Stock Exchange effective from Thursday, April 18, 2024. Further the ISIN - IN9317V01014 representing Partly Paid Equity Shares has been suspended by National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL) effective from end of business hours on Thursday, April 18, 2024.**
- ii. The payments in respect of the partly paid-up equity shares for a particular demat account, shall be accepted only once (and not in multiple tranches) and the subsequent payments made, post the first payment made during the Payment Period, will be liable to be rejected. Further, as mentioned above, in relation to the partly paid-up equity shares for which the First and Final Call amount has been paid, the Board/duly authorised Committee of the Board, at its discretion, may opt to convert such partly paid-up equity shares to fully-up paid-up equity shares, in tranches and at such intervals as it may deem appropriate. The process of corporate action for converting the partly paid-up equity shares to the fully paid-up equity shares under the present ISIN **INE317V01016** for the existing fully paid-up equity shares allotted by the depositories is estimated to be completed on a best effort basis within two to three weeks once the Board / duly authorised Committee of the Board opt to convert such partly paid-up equity shares to fully paid-up equity shares.
- iii. Upon completion of the corporate action, the partly paid-up equity shares shall be converted into fully paid-up ordinary shares and would be credited to ISIN **INE317V01016** allotted by NSDL/CDSL.
- iv. In case of non-receipt of the Reminder-cum-Forfeiture Notice, Shareholders can request by e-mail or letter, for the duplicate to the Registrar to the Issue or may also download the same from the Company's website: <https://www.mitsuchem.com/rights-issue/> or the Registrar's website: [www.bigshareonline.com](http://www.bigshareonline.com). In such a case, however, the shareholder need to fill the DP ID-Client ID, number of partly paid up Rights Equity Shares held and amount payable towards the First and Final Call Money.
- v. The Shareholder must mention in the Application his/her PAN number allotted under the Income Tax Act, 1961.
- vi. Shareholders must ensure that their PAN is linked with Aadhaar and are in compliance with the notification dated February 13, 2020 issued by Central Board of Direct Taxes and press release dated June 25, 2021.
- vii. All correspondence in this regard may be addressed to:

### **Bigshare Services Private Limited**

Office no S6-2, 6th Floor, Pinnacle Business Park,  
Next to Ahura Centre, Mahakali Cave Road,  
Andheri (East), Mumbai – 400093, Maharashtra, India.

**Tel No:**022-62638200,

**Email:** [rightsissue@bigshareonline.com](mailto:rightsissue@bigshareonline.com)

**Investor grievance email:** [investor@bigshareonline.com](mailto:investor@bigshareonline.com)

**Website:** [www.bigshareonline.com](http://www.bigshareonline.com)

**Contact Person:** Suraj Gupta

**SEBI Registration No.:** INR000001385