

Important Notice to the Members of the Company

1. Updation of Change in address:

- a) **Shares held in physical form:** The members are advised to immediately notify change in their address immediately to:
- (i) The Company at its Registered Office either to:
- CEAT Limited
463, Dr. Annie Besant Road
Worli, Mumbai 400 030
- OR**
- (i) The Registrar and Share Transfer Agent of the Company at their following address:
TSR Darashaw Limited
6-10, Haji Moosa Patrawala Industrial Estate,
20, Dr. E Moses Road, Mahalaxmi,
Mumbai 400 011.
- b) **Shares held in demat form:** The members should notify change in their addresses immediately to the Depository Participants.

2. Conversion of holdings in Dematerialised Form:

Members holding shares in physical form are requested to convert their holdings into dematerialized mode, to avoid loss of shares, quick credit of dividend and fraudulent transactions.

3. Communication through Email- "Green Initiative":

To support the "Green Initiative" of Ministry of Corporate Affairs (MCA) notified vide Circular nos. 17/2011 and 18/2011 date April 21, 2011 and April 29, 2011 respectively:

- Members holding shares in dematerialized form are requested to register their email addresses with their Depository Participant; and

- Members holding shares in physical form are requested to register their email addresses at investors@ceat.in or csg-green@tsrdarashaw.com to receive all communication through email.

4. Bank Account Details for NECS:

To ensure speedy credit of dividend and avoid fraudulent encashment, members are requested to kindly inform their Bank Account Details for payment of dividend through NECS. The form for intimation of Bank Details is attached herewith as Annexure A.

5. Updation of PAN for physical transfer:

Securities and Exchange Board of India (SEBI) has, vide circular ref no. MRD/DoP/Cir-05/2007 dated April 27, 2007 made it mandatory for the transferee to submit a copy of his PAN card along with a request for transfer of physical shares. The Circular is attached herewith as Annexure B.