

## SPECIMEN LETTER

Folio No:

26.05.2023

Name of the Sole / First Holder

Address

Dear Shareholder,

**Sub.: Mandatory Updation of PAN, KYC, Nomination, Bank details, Linking of PAN with Aadhar, etc., and service request by holders of physical securities-Reminder letter**

**Ref.: SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/655 dated November 03, 2021 ,  
SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/687 dated December 14, 2021,  
SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 and  
SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023**

Season's greetings from Saven Technologies Limited and we hope this communication finds you and your family in safe and good health.

With reference to our earlier letter dated 12<sup>th</sup> January, 2023 on the captioned subject and SEBI circular no.s SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/655 dated November 03, 2021, SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 vide which SEBI has directed listed companies and their Registrar and Share Transfer Agents (RTA) to collect requisite documents for mandatory update of PAN, KYC details, email address, mobile number, bank account details, nomination details and also compulsory linking of PAN with Aadhar by all shareholders holding shares in physical form

- a. any service request shall be entertained only upon registration of the PAN, Bank details and the nomination,
- b. to ensure that your PAN linked to Aadhaar as may be specified by the Central Board of Direct Taxes.

We observe from our records that you have not furnished some of the **mandatory documents/details as per the records**. We request you to furnish the documents/details, as per the table below, to the Registrars & Transfer Agents M/s **XL Softech Systems Limited** immediately on receipt of this letter.

#		Please furnish details in
1	PAN	Form No. ISR-1(Form enclosed)
2	Address	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details *	Form:SH-13 (Form enclosed)

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8	Declaration to opt out nomination*	Form :ISR-3 (Form enclosed)
9	Change in Existing Nomination	Form SH-14 (Form enclosed)
10	Confirmation of Signature of securities holder by the Banker	Form ISR-2 (Form enclosed)

*\*In case you are opting out for giving nomination, submit ISR-3 and SH-13 need not be submitted.*

The aforesaid forms can be downloaded from the website of the Company at: <https://www.saven.in/mandatory-furnishing-of-pan-kyc-details-and-nominated-by-holders-of-physical-securities/>

### **Freezing of Folios without PAN, KYC details and Nomination:**

- a. Folios wherein any one of the said document / details are not available **on or before October 01, 2023**, shall be frozen and you will be eligible to lodge grievance or avail service request from the RTA only after furnishing the complete documents / details as mentioned above and for any payment including dividend, interest or redemption payment in respect of such frozen folios, only through electronic mode with effect from April 01, 2024. An intimation shall be sent by the Listed Company to the security holder that such payment is due and shall be made electronically only upon complying with the requirements stated, i.e., after furnishing the complete documents / details as mentioned above.
- b. **After December 31, 2025**, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

You are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms by way of 'In Person Verification' (IPV) or Post or electronic mode with e-sign to the following address:

**XL Softech Systems Limited**  
**Unit: Saven Technologies Limited**  
**Plot No. 3, Sagar Society, Road No.2,**  
**Banjara Hills, Hyderabad – 500 034**  
**Ph: +91 40 23545913 / 14 / 15**  
**Email: xlfield@gmail.com**

The scan copies of the documents may also be mailed through your registered email id with the RTA at the mail id **xlfield@gmail.com** duly e-Signed on the forms and all proofs. In case of any queries related to Updation of above details please contact XL Softech Systems Limited (RTA) at the above mentioned details.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empanelled eSign Service provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Further SEBI has mandated shareholders holding shares in physical mode to submit any request for issue of duplicate share certificate, claim from unclaimed suspense account, renewal / exchange of securities certificate, endorsement, sub-division/splitting of securities certificate,

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consolidation of securities certificates / folios, transposition, etc., in Form ISR-4 and for transmission in Form ISR-5 along with the required documents / details specified therein.

Thanking you,

Yours faithfully,

For XL Softech Systems Limited

Sd/-  
Compliance Officer  
Encl: as above