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SPECIMEN LETTER

SAVEN TECHNOLOGIES LIMITED
Registered Office: 302, My Home Sarovar Plaza
5-9-22 Secretariat Road, Hyderabad, Telangana 500063
CIN: L72200TG1993PLC015737
Website: www.saven.in, Email id: investorrelations@saven.in
Tel No: 040-23237303/23233358, Fax: 040-23237306

Folio No:

Date:

TO

Dear Shareholder,

Sub: Intimation for submission of KYC against your physical holdings
Ref: SEBI Circular SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023

We draw your kind attention that SEBI, vide its circular dated November 03, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023), SEBI vide its Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024 (SEBI Link - https://www.sebi.gov.in/legal/master-circulars/may-2024/master-circular-for-registrars-to-an-issue-and-share-transfer-agents_83226.html) mandated that the security holders (holding securities in physical form), whose folios(s) are not updated with the KYC details (any of the details viz., PAN; Choice of Nomination; Contact Details; Mobile Number, Bank Account Details and signature, if any) shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from April 01, 2024.

It is noticed that you have not submitted your KYC Documents against you physical shareholding in the company. The security holders who have not complied with all KYC requirements may treat this Letter as an intimation that, to lodge grievance or avail any service request from the RTA on or for payment including dividend, interest or redemption in respect of such folios of shall be made electronically only upon furnishing PAN; Choice of Nomination; Contact Details; Mobile Number and Bank Account Details and Specimen signature. You may also refer to SEBI FAQs by accessing the Link: https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf (FAQ No 38 & 39).

For the purpose of updation of KYC details against your folio, you are requested to send the ISR forms to our RTA, M/s. XL Softech Systems Limited, Unit: Saven Technologies Limited, Plot No. 3, Sagar Society, Road No. 2, Banjara Hills, Hyderabad - 500 034, Telangana. Ph: +91 40 23545913/14/15, Email: xlfield@gmail.com

- a. Through In Person Verification OR
- b. Through post-hard copies which should be self-attested and dated. OR
- c. Through electronic mode with e-sign, provided that they are sent through E-mail id of the holder registered with RTA and all documents should be electronically/digitally signed by the shareholder and in case of joint holders, by first joint holder.

[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,

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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 and e-Sign].

Email of our RTA, M/s. XL Softech Systems Limited - xlfield@gmail.com

You can download the following forms, which are uploaded on the website to the Company - <https://www.saven.in/mandatory-furnishing-of-pan-kyc-details-and-nominated-by-holders-of-physical-securities/> and on the website of XL Softech Systems Limited - <https://xlsoftech.com/investor-services/kyc-compliance>

- a. Form ISR-1 duly filled in along with self-attested supporting documents for Updation of KYC details.
- b. Form ISR-2 duly filled in for banker attestation of signature along with Original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement.
- c. Form SH-13 for Updation of Nomination for the aforesaid folio OR ISR-3 for "Opt-out" of the Nomination.

Please treat this as our specific intimation for Updation of KYC details as mandated vide SEBI Circulars as mentioned above.

Yours Truly,
For Saven Technologies Limited

Sd/-
Company Secretary