

SPECIMEN LETTER

Folio No:

12.01.2023

Name of the Sole / First Holder

Address

Dear Shareholder,

Sub.: Furnishing of PAN, KYC, Nomination and service request by holders of physical securities-Reminder letter

Ref.: SEBI Circular dated 3rd November 2021 and 25th January 2022

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

You are aware that SEBI vide the captioned circular dated 3rd November 2021, mandated:

- a. furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b. any service request shall be entertained only upon registration of the PAN, Bank details and the nomination,
- c. to ensure that your PAN linked to Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

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.

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

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**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 after April 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and not eligible for receipt of dividend in physical mode.
- 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 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 vide circular dated 25th January 2022 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, consolidation of securities certificates / folios, transmission and transposition in Form ISR-4 (Form enclosed) along with the required documents / details specified therein.

Thanking you,

Yours faithfully,

For XL Softech Systems Limited

Sd/-
Compliance Officer
Encl: as above