

SPECIMEN LETTER

SAVEN TECHNOLOGIES LIMITED

CIN: L72200TG1993PLC015737

Registered Office: No.302, My Home Sarovar Plaza, 5-9-22, Secretariat Road,
Hyderabad- 500063 Phone: 040-23237303, 040-23233358, Fax: 040-23237306,

E-mail: investorrelations@saven.in, Website: www.saven.in

26.10.2022

Dear Shareholder,

Sub: Transfer of Equity Shares held by you in the Company to the Investor Education and Protection Fund (IEPF)

As per Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 and subsequent amendment thereto ("the Rules"), all unclaimed dividends are required to be transferred by the Company to IEPF established by Central Government, after the expiry of seven years from the date of transfer to unpaid dividend account. Details of such unclaimed dividends are regularly updated on the website of the Company. Further, all the shares in respect of which dividend has remained unclaimed for seven consecutive years or more, are required to be transferred to the demat account of Investor Education and Protection Fund (IEPF Account) Authority within 30 days of such shares becoming due to be transferred to IEPF Account.

As per our records, the amount(s) of dividends mentioned in the enclosed Annexure are unclaimed against your name. To claim the outstanding dividend, kindly first ensure registration of correct bank details including your core banking account no and IFSC/ MICR of your bank against your demat A/c with your Depository Participant / Registrar and Share Transfer Agent – XL Softech Systems Limited. The enclosed annexure should thereafter be sent along with the following document from your registered email address or by way of a letter so as to reach the RTA on or before 14th December, 2022:

For shares held in demat form:

- Copy of the Demat Account Statement (Client master list) showing your name, address, demat and bank account details registered against the demat account.
- Self-attested copy of PAN Card and Address proof;

For shares held in physical form:

- Original Cancelled cheque leaf bearing the name of the first shareholder. or,
- Bank attested copy of first page of the Bank Passbook/Statement of Account in original and a cancelled cheque.
- Self-attested copy of PAN Card and Address proof;
- Request for registering PAN, KYC details or changes / up-dation thereof in FORM ISR-1
- Confirmation of Signature of securities holder by the Banker in Form ISR-2
- Nomination form/Declaration for Nomination opt-out in Form ISR-3/ for Change in Existing Nomination in Form ISR-4.

Form ISR-1, ISR-2, ISR-3, ISR-4 are available at <https://www.saven.in/mandatory-furnishing-of-pan-kyc-details-and-nomination-by/>

Please note that no payment can be made in absence of complete bank details registered against your account

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In case the dividends are not claimed by the said date, necessary steps will be initiated by the Company to transfer shares held by you which are due for transfer to IEPF without further notice, in accordance with the Rules.

Please note that no claim shall lie against the Company in respect of the shares so transferred to IEPF.

In case the shares are held by you:

- **In physical form** - New share certificate(s) will be issued and transferred in favour of IEPF on completion of necessary formalities. Hence, the original share certificate(s) which stand registered in your name will be deemed cancelled and non-negotiable.
- **In demat form** - The Company shall inform the depository by way of corporate action for transfer of shares lying in your demat account in favour of IEPF.

In the event of transfer of shares held by you and the unclaimed dividends to IEPF, you are entitled to claim the unclaimed dividend amount and the shares transferred to the Demat Account of the IEPF from IEPF by submitting an online application in the prescribed Web Form IEPF-5 available on the website www.iepf.gov.in and to send the physical copy of Web Form IEPF-5 duly signed (as per registered specimen signature) along with requisite documents enumerated in the said Web Form IEPF-5 to the Company at its registered office for verification of your claim. If the documents are found to be in order, the Company will send a verification report to IEPF Authority for refund of the unclaimed dividend amount and transfer of the shares back to the credit of the concerned shareholder.

In case you have any queries, please contact the Registrars and Transfer Agent of the Company, XL Softech Systems Limited, 3, Sagar Society, Road No.2, Banjara Hills, Hyderabad – 500034, Tel No.: 040-23545913/14/15, Fax No: 040- 23553214, Email Id: xlfield@gmail.com.

Thanking you,
Yours faithfully,
For Saven Technologies Limited

Company Secretary

Encl: As above

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Annexure

To,
XL SOFTECH SYSTEMS LIMITED
(Unit: Saven Technologies Limited)
3, Sagar Society, Road No.2,
Banjara Hills, Hyderabad – 500034

Dear Sir / Madam,

Sub: Payment of unclaimed dividend

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated 26.10.2022. I confirm that neither I have encashed the dividend warrant(s)/ demand draft(s) sent to me earlier nor I have received any money in connection with the below mentioned dividend (s).

Name of the Shareholder:
Folio No. / CLIENT ID & DPID No:

Dividend Amount (in Rs)	Date of Declaration	Last date of claim
	10 th November, 2015	14 th December, 2022
	27 th November, 2018	31 st December, 2025
	23 rd July, 2019	22 nd August, 2026
	09 th November, 2020	14 th December, 2027
	09 th August, 2021	13 th September, 2028
	01 st March, 2022	04 th April, 2029
	25 th July, 2022	25 th August, 2029

To be filled in by the Shareholder

I am enclosing the following (tick <input type="checkbox"/> whichever is applicable)	
For shares held in demat form:	
<input type="checkbox"/> Copy of the Client master list featuring bank details registered against the demat account.	
For shares held in physical form:	
<input type="checkbox"/> Original Cancelled cheque leaf bearing the name of the first shareholder. or,	
<input type="checkbox"/> Bank attested copy of first page of the Bank Passbook/Statement of Account in original and a cancelled cheque.	
My email id is: Place: Date:	My Mobile No. is: Signature of the First named Shareholder

Note: Please return this Annexure duly filled in and signed to XL Softech Systems Limited, Registrars and Share Transfer Agent of the Company on or before 14th December, 2022.