

### **Intimation to Shareholder(s)**

In view of the ongoing Coronavirus pandemic ("COVID-19") in the Country, there are several measures been taken by the Government of India to curb the spread of virus through social distancing. There are restrictions on movement and / or gathering of persons and have impacted several services including postal and courier services. The Ministry of Corporate Affairs (MCA) vide its circulars no.14/2000 dated April 8, 2020, no.17/2020 dated April 13,2020, no.20/2020 dated May 5, 2020 and no. 02/2021 dated 13<sup>th</sup> January, 2021 and SEBI Circular SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15<sup>th</sup> January, 2021, has allowed to conduct Extra-Ordinary General Meeting (EOGM) and Annual General Meeting (AGM) through video conferencing (VC) or other audio visual means (OAVM). The MCA and SEBI has granted permission to communicate to the shareholders of the Company through their registered email ids. Registration of email id helps in better and timely communication between the Company and the shareholders. We also urge the shareholders for registration and/ or Updation of their Permanent Account Number (PAN) and bank mandate as it ensures the receipt of dividend and/or any other consideration timely, faster and easier and more importantly avoids fraudulent encashment of warrants.

Accordingly, to update the details with the Company, you may follow the below procedure:

<b>Updation</b>	<b>Procedure</b>	<b>Documents</b>
<b>Email Id &amp; PAN</b>	<b>Physical Holding:</b> Send an email to Company's email id <a href="mailto:investorrelations@saven.in">investorrelations@saven.in</a> or to the Company's Registrar & Transfer Agent, XL Softech Systems Limited email id <a href="mailto:xlfield@gmail.com">xlfield@gmail.com</a>	A signed request letter mentioning your folio no. and the email id / PAN (self-attested copy) that is to be registered
	<b>Demat Holding:</b> Update the email id / PAN through your Depository Participant	
<b>Bank Mandate</b>	<b>Physical Holding:</b> Send an email to Company's email id <a href="mailto:investorrelations@saven.in">investorrelations@saven.in</a> or to the Company's Registrar & Transfer Agent, XL Softech Systems Limited email id <a href="mailto:xlfield@gmail.com">xlfield@gmail.com</a>	A signed request letter mentioning your folio no., cancelled cheque and self-attested PAN copy
	<b>Demat Holding:</b> Update the Bank mandate through your Depository Participant	

Please note that under the current circumstances of COVID-19 pandemic, physical dispatch of any communication / notices / financial statements / dividend warrants or any such documents is not possible and hence will be delayed till the situation normalizes.

It would be highly appreciated that the shareholders co-operate and support and do the needful at the earliest.