

Intimation to Shareholder(s)

Pursuant to Section 110 read with Section 108 of the Companies Act, 2013 (“Act”) and other applicable provisions, if any, of the Act (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 (“Rules”), as amended from time to time, Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), the Ministry of Corporate Affairs (MCA) vide its General Circular Nos.14/2020 dated 8th April 2020, 17/2020 dated 13th April 2020, 22/2020 dated 15th June 2020, 33/2020 dated 28th September 2020, 39/2020 dated 31st December 2020, 10/2021 dated 23rd June 2021, 20/2021 dated 8th December 2021, 3/2022 dated 5th May 2022, 11/2022 dated 28th December, 2022 and 09/2023 dated 25th September, 2023 Securities and Exchange Board of India, (collectively the ‘MCA Circulars’), SEBI Circular SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated October 07, 2023, Postal Ballot is being conducted. 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:

Updation	Procedure	Documents
Email Id & PAN	Physical Holding: Send an email to Company’s email id investorrelations@saven.in or to the Company’s Registrar & Transfer Agent, XL Softech Systems Limited email id xlfield@gmail.com along with the details in prescribed form ISR-1 , which is available on the Company’s Website www.saven.in / http://www.saven.in/documents/Form_ISR-1.pdf	A signed request letter mentioning your folio no. and signed form along with KYC documents.
	Demat Holding: Update the email id / PAN through your Depository Participant	
Bank Mandate	Physical Holding: Send an email to Company’s email id investorrelations@saven.in or to the Company’s Registrar & Transfer Agent, XL Softech Systems Limited email id xlfield@gmail.com along with the details in prescribed form ISR-1 or ISR-2 as applicable, which are available on the Company’s Website www.saven.in / http://www.saven.in/documents/Form_ISR-1.pdf / http://www.saven.in/documents/Form_ISR-2.pdf	A signed request letter mentioning your folio no. and signed form along with KYC documents.
	Demat Holding: Update the Bank mandate through your Depository Participant	

Please note that, in view of the aforesaid circulars, physical dispatch of any communication is not possible. It would be highly appreciated that the shareholders co-operate and support and do the needful at the earliest.